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AUTHOR Metzger, Deborah A.
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ABSTRACT

This report describes the "Library Directory" computer program which is used to help library patrons of California State University, Sacramento (CSUS) locate information about specific subject collections and/or service areas through a combination of graphics and text. The program is written on Hypercard 1.2.0., runs on a Macintosh computer with a 20mb hard disk, and does not require the use of a keyboard. The Directory consists of six information units: (1) General Information (including interlibrary loan, the media center, copying facilities, the reserve room, archives, borrowing privileges, and library hours); (2) Specific Subject (locating information in CSUS' subject divided library); (3) How to Find Books (using the card catalog, reading Library of Congress--LC--call numbers, locating materials by floors); (4) A Quick Tour of the Library (contains floor maps of all five floors); (5) A Guide to Floor Locations (allows a shortcut to the specific call number; and (6) Finding Journals and Newspapers (explains periodical and newspaper organization, indexes, and abstracts). Sample screens for each of the six sections are included, and permission is granted by the author for full use and/or adaptation of the stacks provided that recognition is properly and duly noted. (MAB)

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ED336108

The CSUS HyperCard™ Library Directory

by

Deborah A. Metzger
California State University, Sacramento
The Library

1991

IR053705

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The CSUS HyperCard™ Library Directory

by

Deborah A. Metzger

The California State University, Sacramento (CSUS) Library serves 25,160 students (19,050 full time equivalent). In the fall of 1989 I received a grant to write a prototype program using HyperCard™ to serve as an introduction to the CSUS Library's collections and services. The "Library Directory" was developed to help library patrons to locate specific subject collections, and/or service areas and call them up for more detailed information through a combination of graphics and text. The "alpha test" of the prototype was successful and I was given release time to create a full version. The completed version has been available for the public since the fall of 1990.

The Directory is available whenever the building is open with the computer station being located in a highly visible area. Patrons who are reluctant to ask questions, or those who use the Library when no asssistance is available, are provided an opportunity to find answers to simple questions and gain access to services and collections. With much foresight the completion of the program coincided with the opening of the new south wing of the Library, so the Directory was helpful to the "newly confused" as well as those who were entering the Library for the first time.

HyperCard™ works by linking text and graphics with text and graphics elsewhere in the program. Because of this it is possible to create as many links between informational units as the imagination will allow. The result is that a person can gather information by creating his or her own path; it is not necessary

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to follow any strictly sequential framework developed by the Author. See Appendix 1: Map of the Stacks.

The program was written on HyperCard™ 1.2.0, and runs on a Macintosh computer with a 20mb hard disk. The program was created so that no keyboard is necessary to use the Directory. It was felt that a keyboard would either be stolen or vulnerable to vandalizim by hackers. The Directory consists of six informations units: 1) General Information; 2) Specific Subjects; 3) How to Find Books; 4) A Quick Tour of the Library; 5) A Guide to Floor Locations and 6) Finding Journals (articles) and Newspapers. See Appendix 2: Introductory Screen. Anyone using the program can always get back to this "main menu" by clicking on a picture of a key which is on every screen. The non-sequential nature of HyperCard™ allows the user to begin with a unit and then easily move from place to place. There is also a help button on the Introductory Screen which leads to a stack that explains how to use the mouse and defines and explains how to use buttons. Additionally, there is a screen which contains technical information and acknowledgements.

The General Information Unit provides information on several library services including: 1) Interlibrary Loan; 2) The Media Center; 3) Copying Facilities; 4) The Reserve Book Room; 5) Archives; 6) Borrowing Privileges and 7) Library Hours. Whenever it is appropriate maps are used to indicate the location of a service. See Appendix 3: General Information; sample pages 5-20.

The unit on Subjects is an introduction to finding information in CSUS' subject-divided library. Each of the subject areas includes an explanation of materials related to that subject area as well as detailed maps of where these collections are

located. See Appendix 4: Subject; sample pages 21-30. [Please note the sample pages are only included for Science]

The next unit "Finding Books in the Library" is an explanation of 1) How to use the card catalog; 2) How to read a LC call number; and 3) A guide to floor locations for finding specific location information. You can also move to "Subjects" from here. See Appendix 5: Books; sample pages 31-46.

The "Quick Tour" contains floor maps of all five floors of the Library with services and collections clearly marked. See Appendix 6: Quick Tour; sample pages 47-52.

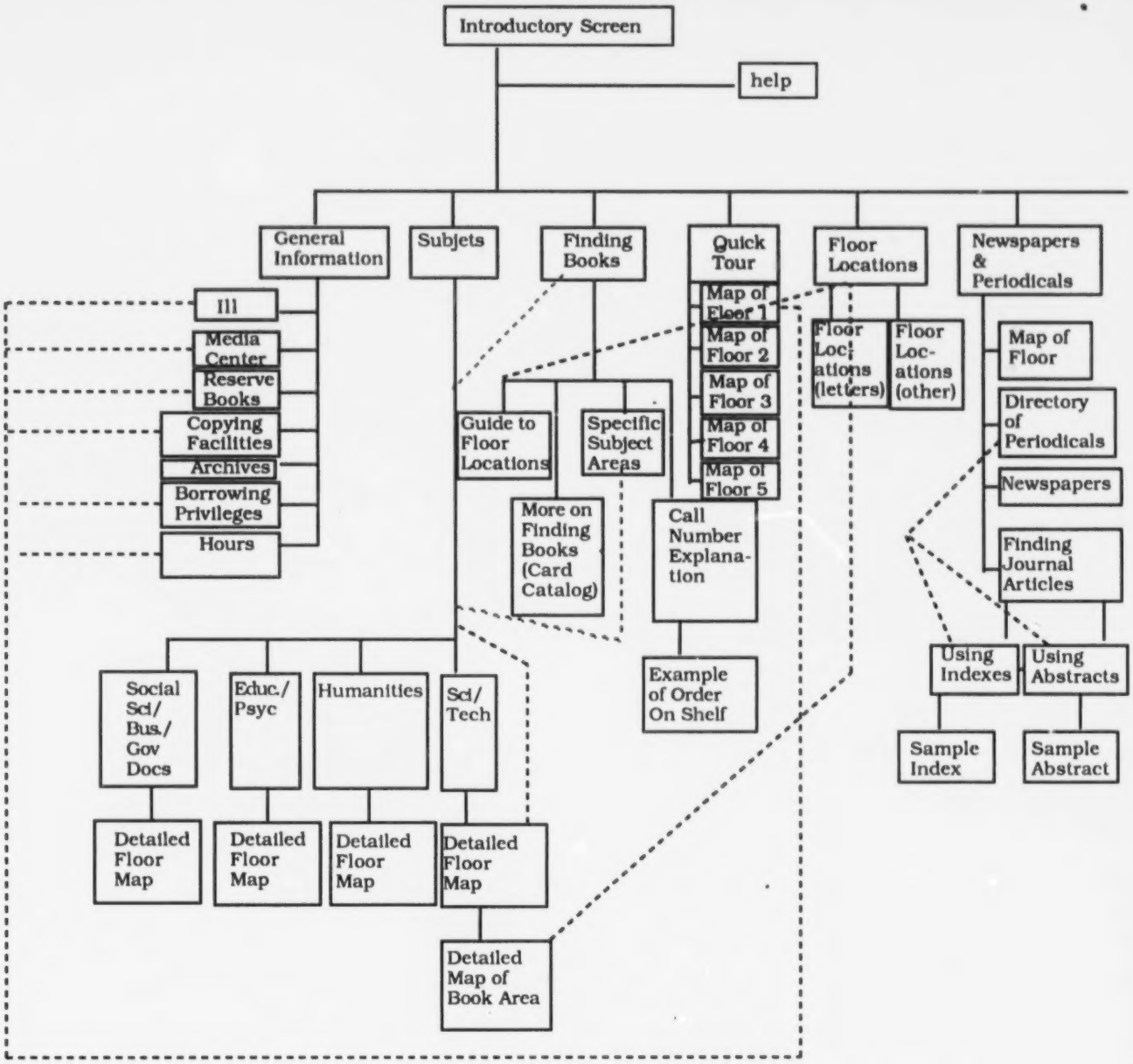
The next unit is the "Guide to Floor Locations." This unit allows a shortcut so that a student can go directly to a specific call number rather than taking the path which winds through an explanation of finding books in the Library. See Appendix 7: Floor Locations; sample page 53.

The last unit and perhaps the unit with the most instruction is on Periodicals and Newspapers. This unit explains how periodicals and newspapers are organized in the CSUS Library, and more importantly it has instruction on how to find journal articles using indexes and abstracts. After reviewing this unit a person should have a clear understanding of how to interpret a citation from an index and/or abstract; when to use an index and/or abstract and how to determine if a journal is included in the Library holdings. See Appendix 8: Newspapers & Periodicals; sample Pages 54-71.

The best explanation of what the program does and how it works is to review the sample pages. On all of the sample pages, terms found inside rectangles with rounded corners are "buttons" which take the user to a different screen with more detailed information. Additionally most of the maps have "hidden buttons" or buttons without the rectangles. These buttons are indicated on the sample pages that have a light bulb in the right corner. Clicking on a word or picture on these screens once again provide the user with additional information. The value of HyperCard and its functionality can best be demonstrated through the use of the program. Copies of the CSUS Library Directory are available upon request from the author.

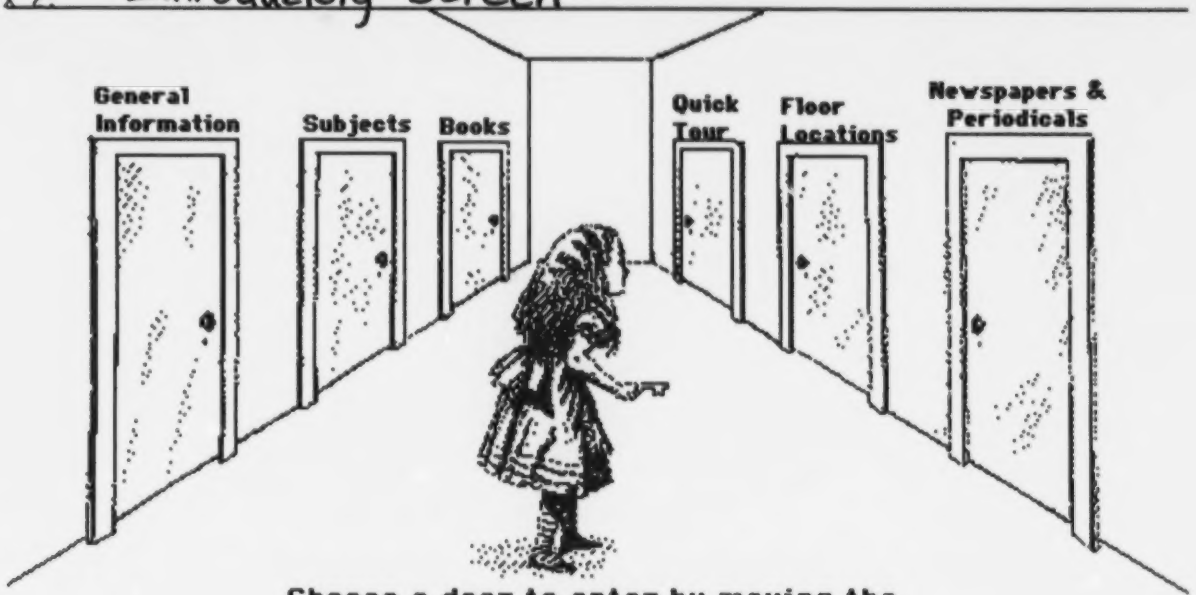
Permission is granted by the author for full use and/or adaptation of the stacks provided that recognition of origin is properly and duly noted.

Appendix 1: Map of the Stacks



Dashed lines indicate buttons between units
Solid Lines indicate sections within units

Appendix 2: Introductory Screen



Choose a door to enter by moving the hand on top of the door and clicking

(Clicking on the key will always bring you back to this screen)

help quit

Help

The Mouse

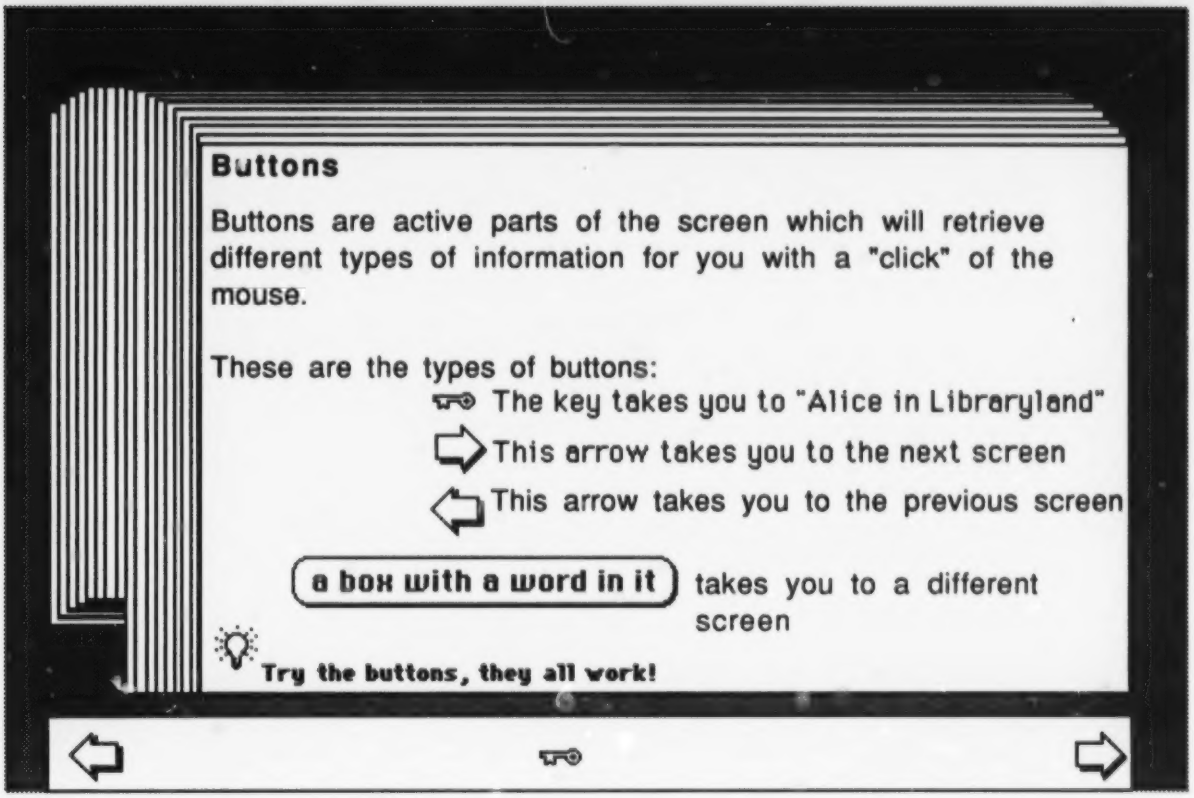
The mouse is the primary device you will use to navigate through this Information System. Use it to move the hand on the screen and point at active areas of the screen called "buttons."

When the hand is over a button on the screen, "click" (press & release the button on the mouse). This will cause the computer to react and show you the information you requested.

If you run out of room on the mouse pad, simply lift up the mouse and move it to a different place on the pad; the pointing hand will stay in place on the screen.

click on the key at any time
to go to the "Alice in Libraryland" screen

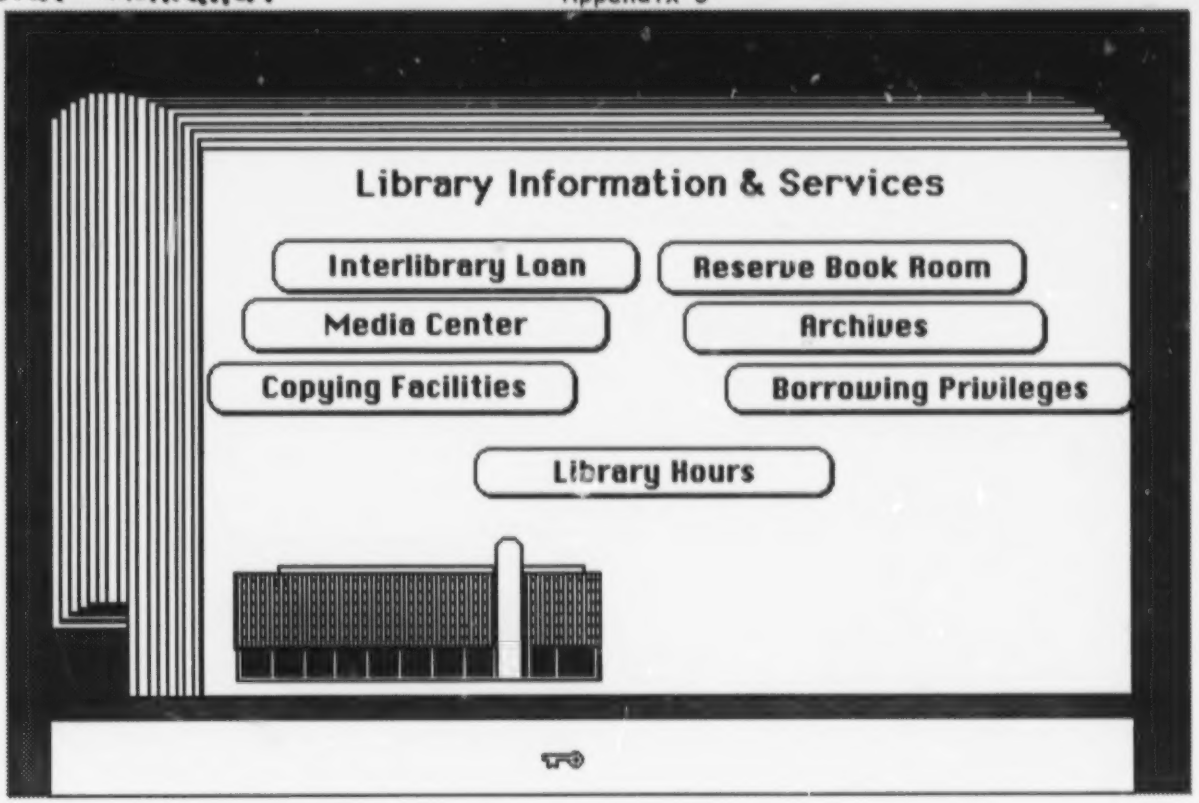
next screen

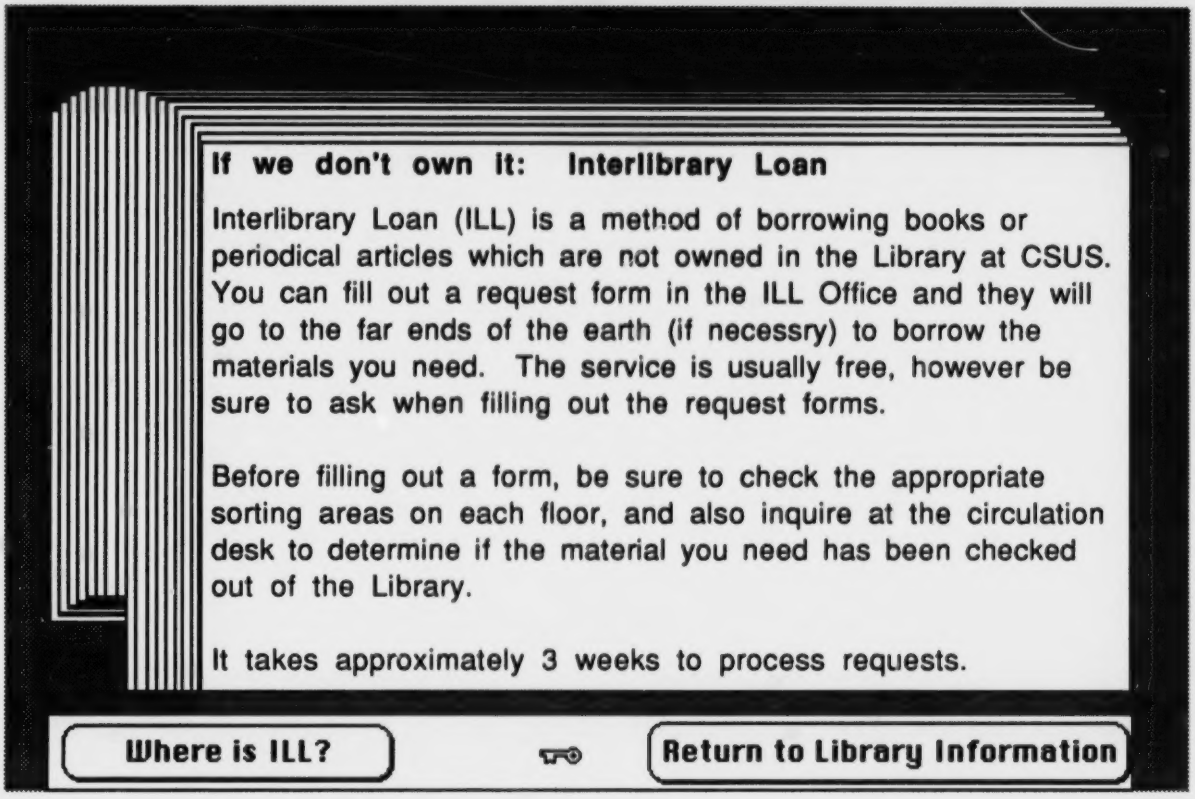

Buttons
Buttons are active parts of the screen which will retrieve different types of information for you with a "click" of the mouse.
These are the types of buttons:
The key takes you to "Alice in Libraryland"
This arrow takes you to the next screen
This arrow takes you to the previous screen
a box with a word in it
takes you to a different screen
Try the buttons, they all work!

Technical Information

The program you are using was created with software called HyperCard. It is running on an Apple Macintosh computer with an internal hard disk. HyperCard is a free-form database program.

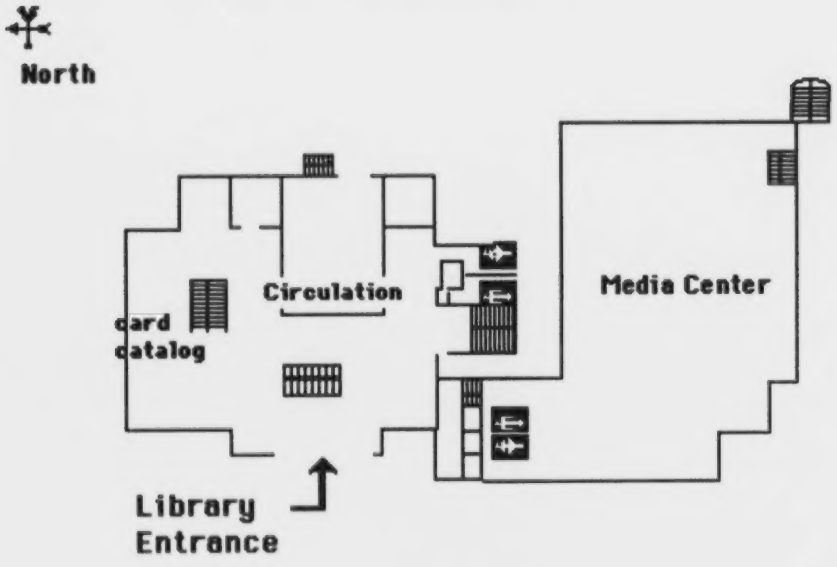
The Library Directory was developed by Debbie Metzger with initial assistance of Stan Frost. Thanks also go to Paul Carnahan of the Brandeis University Libraries for the use of his help screens, and Linda Goff, for the use of the Library Instruction Manual. And last but not least, thanks to Mike Doyle, CSUS Computer Center, all around nice guy and Mac expert.


Library Information & Services
Interlibrary Loan
Reserve Book Room
Media Center
Archives
Copying Facilities
Borrowing Privileges
Library Hours

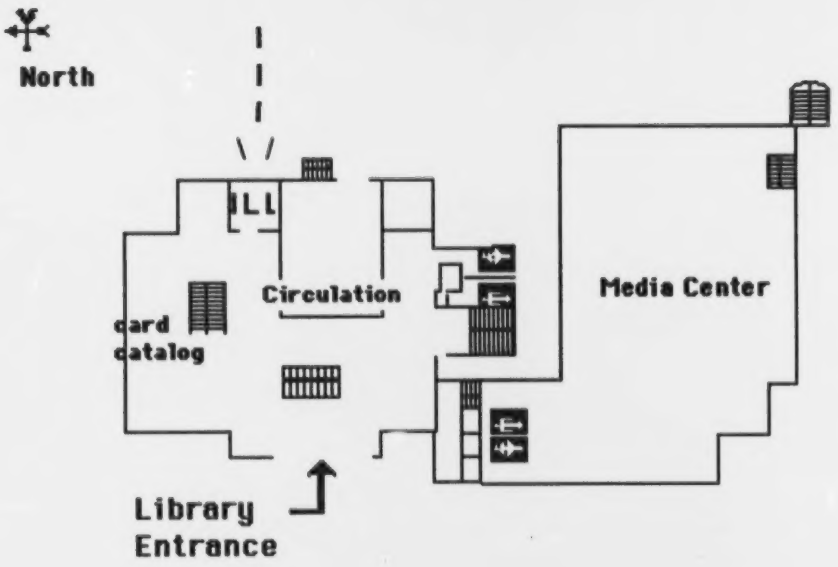

If we don't own it: Interlibrary Loan
Interlibrary Loan (ILL) is a method of borrowing books or periodical articles which are not owned in the Library at CSUS. You can fill out a request form in the ILL Office and they will go to the far ends of the earth (if necessry) to borrow the materials you need. The service is usually free, however be sure to ask when filling out the request forms.
Before filling out a form, be sure to check the appropriate sorting areas on each floor, and also inquire at the circulation desk to determine if the material you need has been checked out of the Library.
It takes approximately 3 weeks to process requests.
Where is ILL?
Return to Library Information

3/25/91 3:45 PM Script of card button id 3 = "Where is ILL?"

```
on mouseUp
  visual effect iris open
  go to card id 6958
end mouseUp
```


North
Circulation
Media Center
card
catalog
Library
Entrance

1st floor


North
ILL
Circulation
Media Center
card
catalog
Library
Entrance

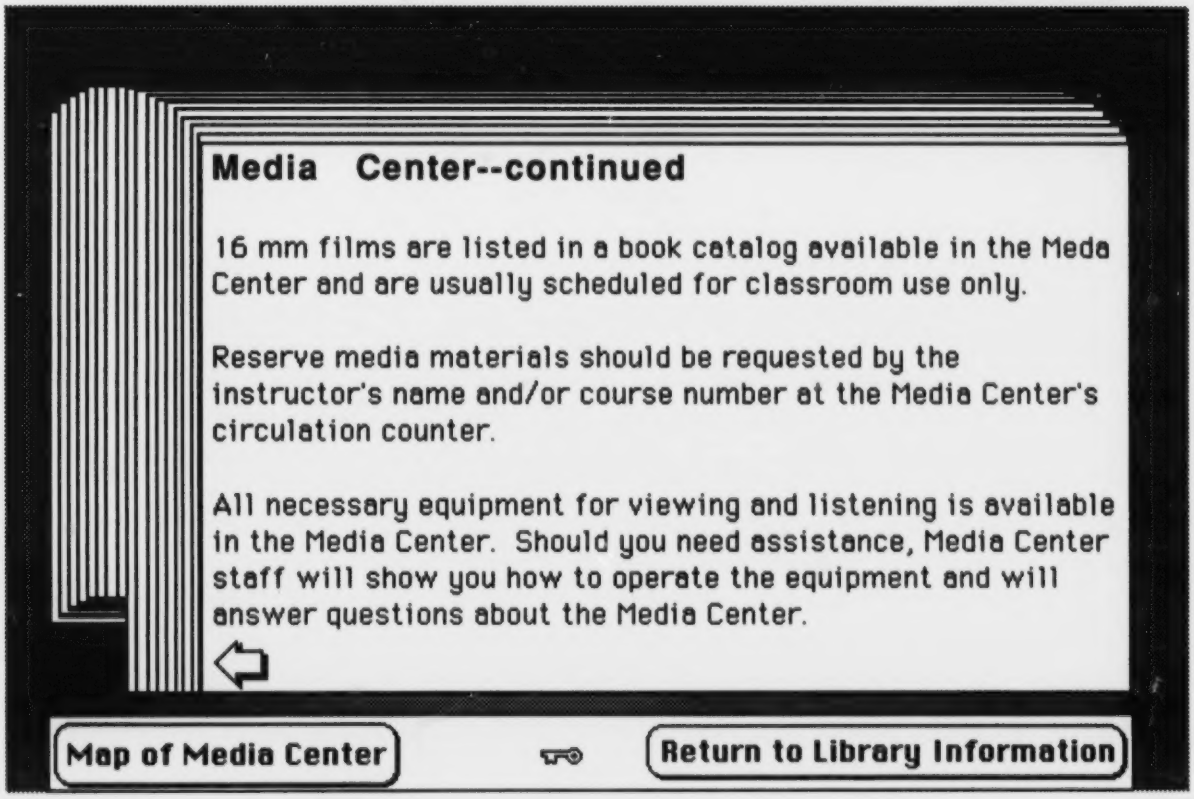
1st floor

Library Media Center

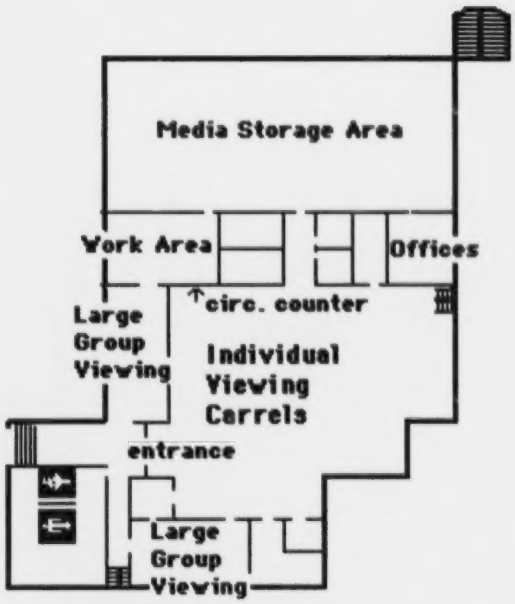
The Library Media Center houses video, sound, slide/audio, filmstrip/audio, 16 mm film and audiocassette materials. Some instructors also put their media materials in the Center for temporary periods.

All materials, with the exception of most audiocassettes, are for use in the media area only. Equipment for viewing and/or listening is also located in the Media Services Center.

Software programs in addition to Media materials are listed in the main floor card catalog and in the media card catalog (located in the Media Center). The call number for a media program appears in the upper left-hand corner of the card.


Media Center--continued
16 mm films are listed in a book catalog available in the Meda Center and are usually scheduled for classroom use only.
Reserve media materials should be requested by the instructor's name and/or course number at the Media Center's circulation counter.
All necessary equipment for viewing and listening is available in the Media Center. Should you need assistance, Media Center staff will show you how to operate the equipment and will answer questions about the Media Center.
Map of Media Center
Return to Library Information

North



1st Floor
South Wing

Library Media Center

Return to Media

Return to Library Information

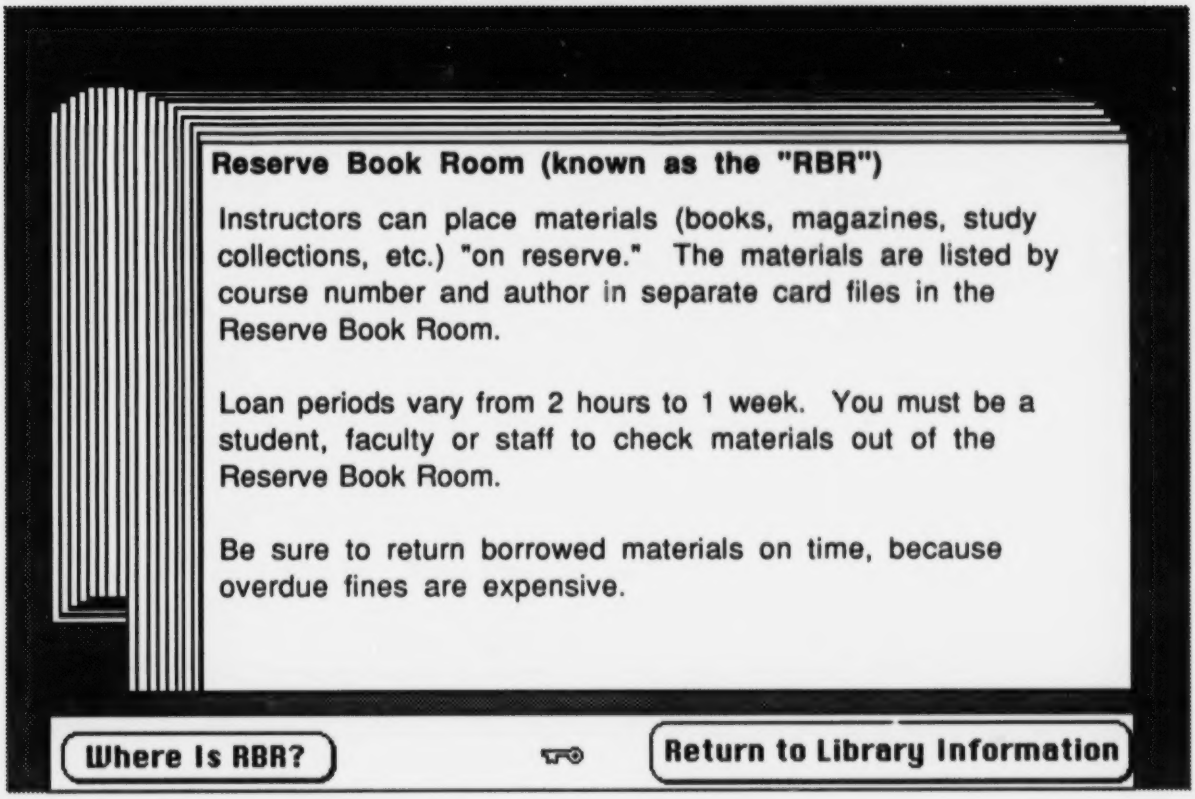
Copying Facilities

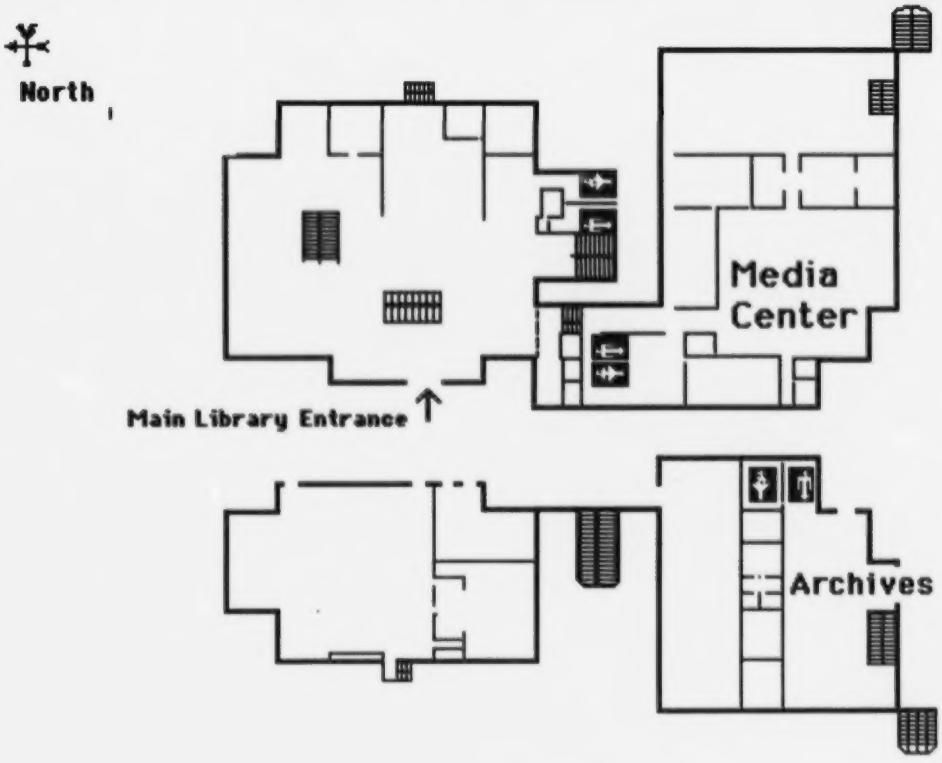
There are copying machines on every floor which can be operrated by either coin (10 cents/page) or copy card (8 cents/page); the machines will take $1 bills and give change.

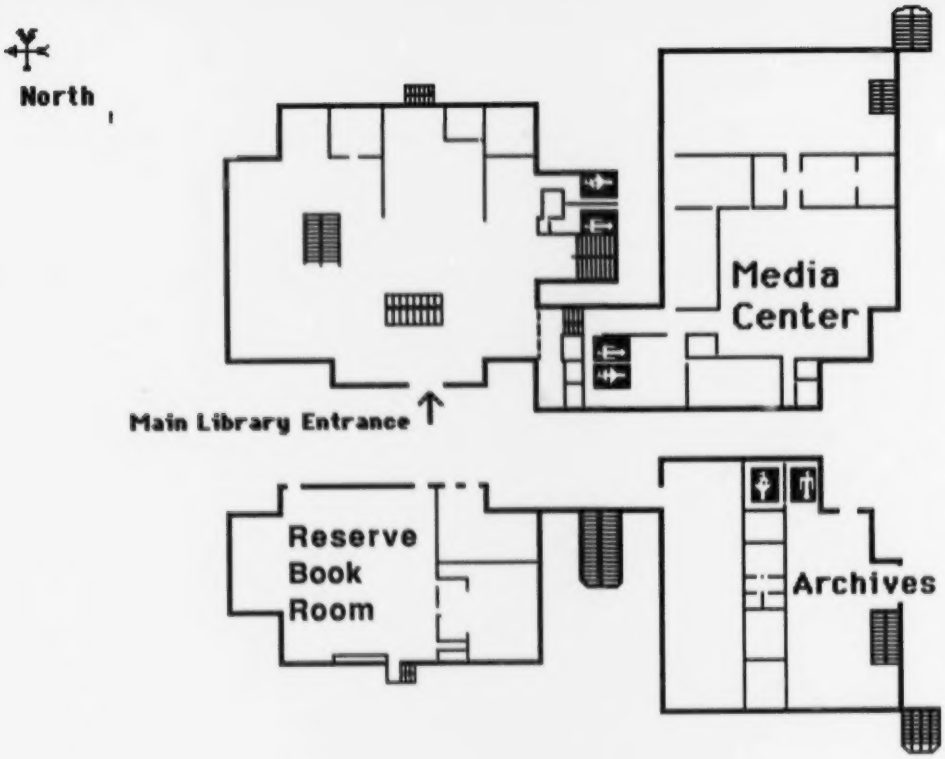
You can purchase copy cards from the copy card machine across from the Circulation desk, from the Hornet Bookstore or at the newspaper stand in the University Union.

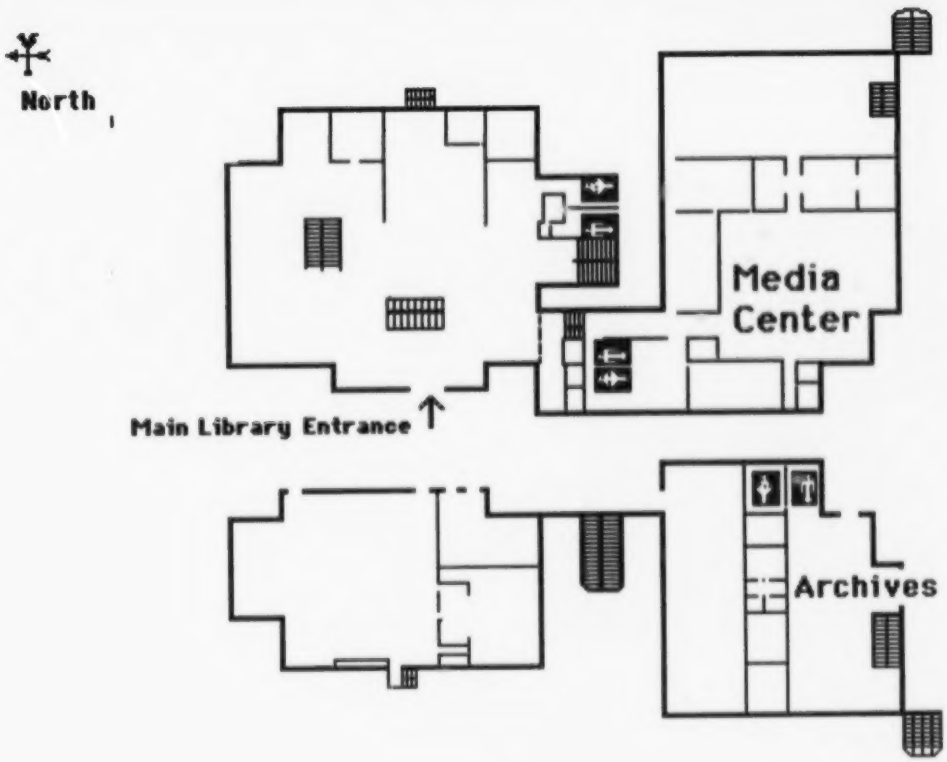
You can get change for $5, $10 and $20 bills from the staff at the Circulation desk.

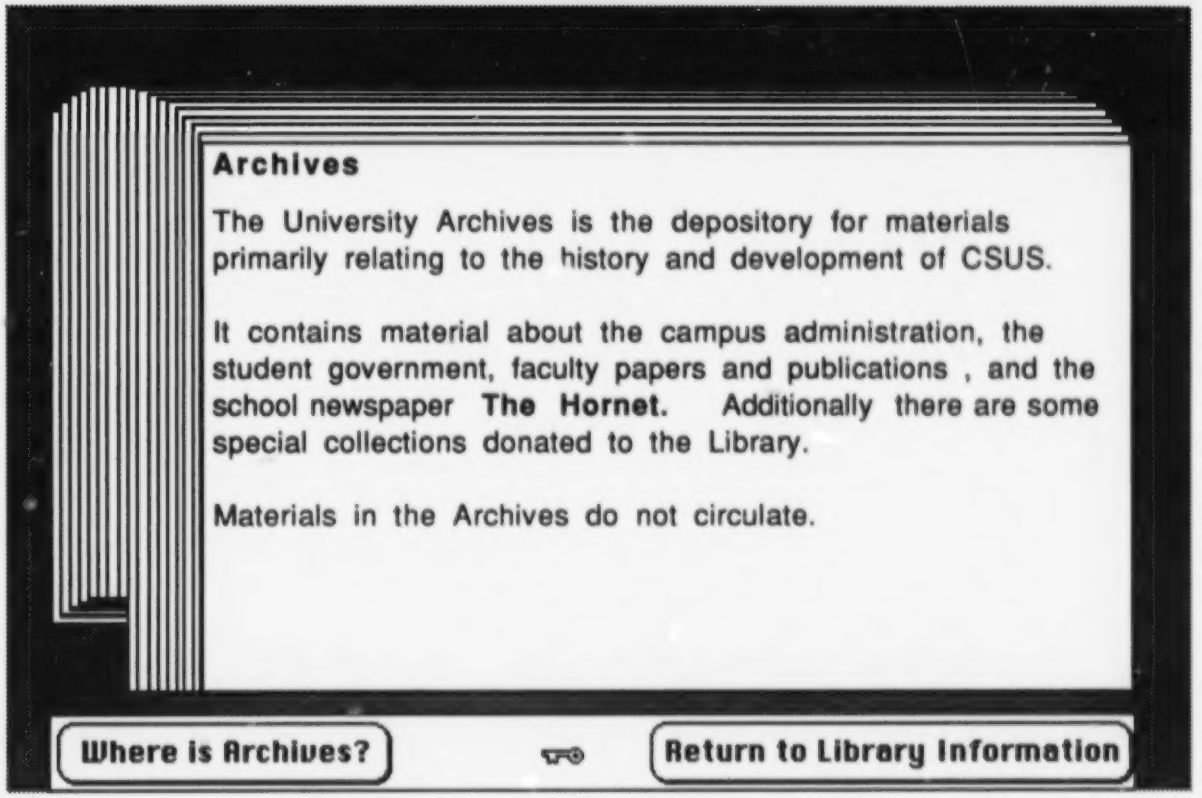
Return to Library Information

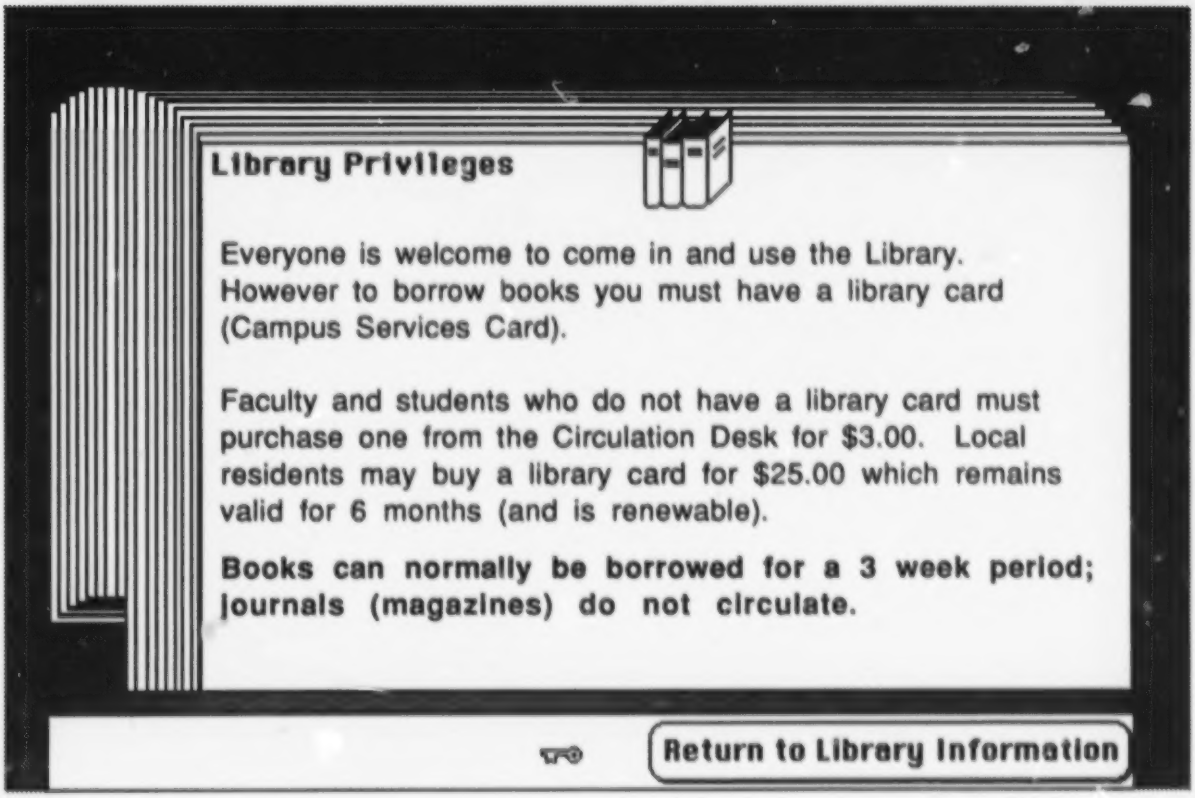

Reserve Book Room (known as the "RBR")
Instructors can place materials (books, magazines, study collections, etc.) "on reserve." The materials are listed by course number and author in separate card files in the Reserve Book Room.
Loan periods vary from 2 hours to 1 week. You must be a student, faculty or staff to check materials out of the Reserve Book Room.
Be sure to return borrowed materials on time, because overdue fines are expensive.
Where Is RBR?
Return to Library Information

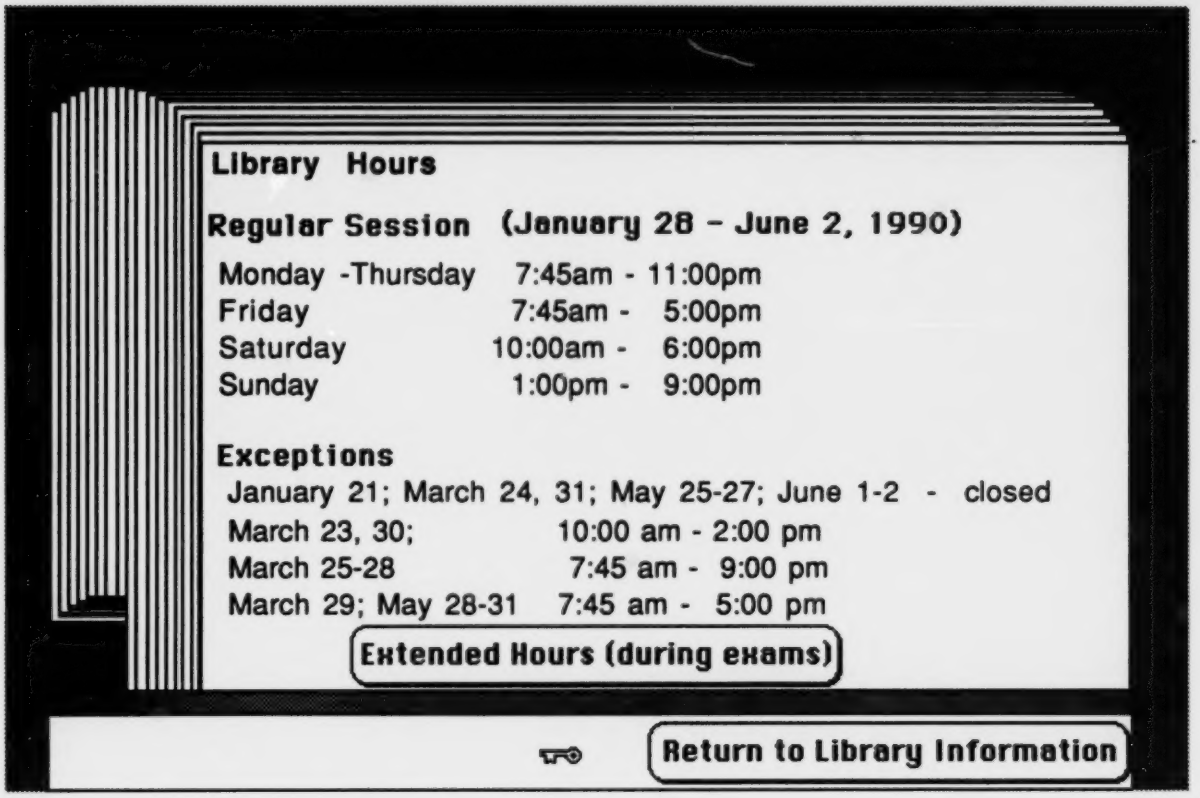

North
Media
Center
Main Library Entrance
Archives

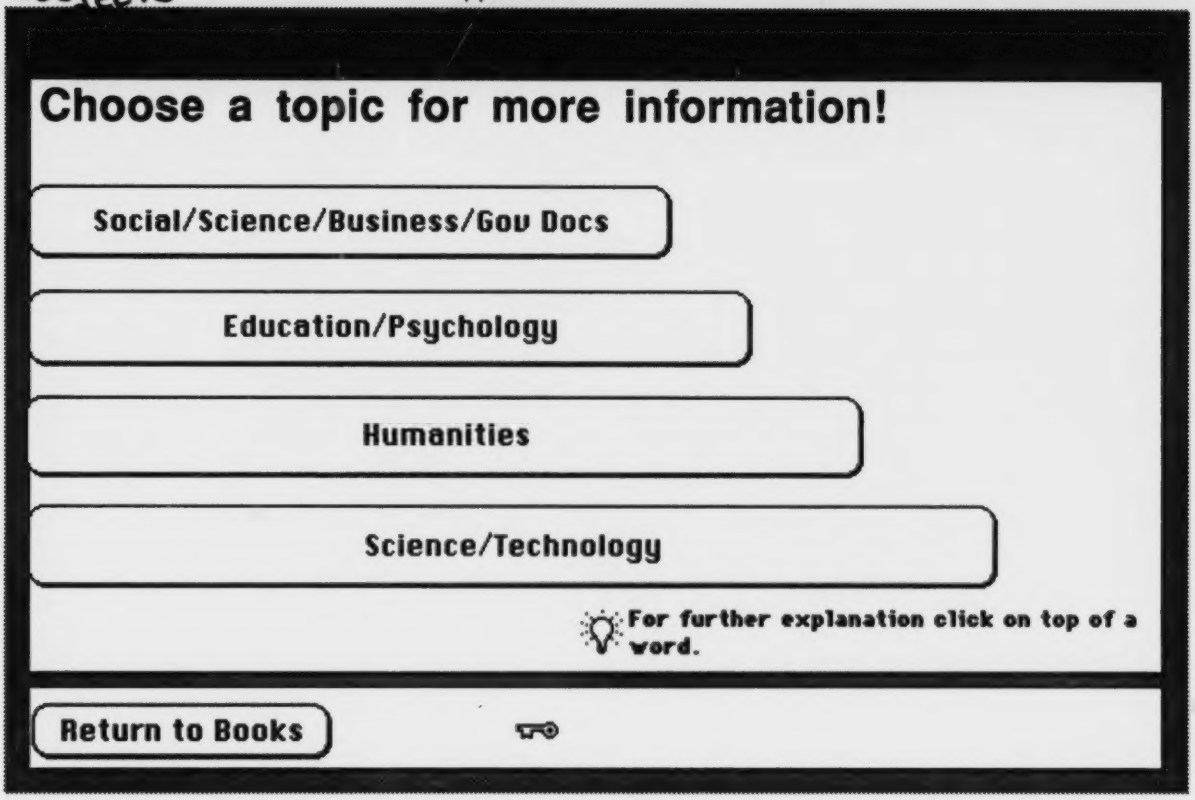

North
Media
Center
Main Library Entrance
Reserve
Book
Room
Archives

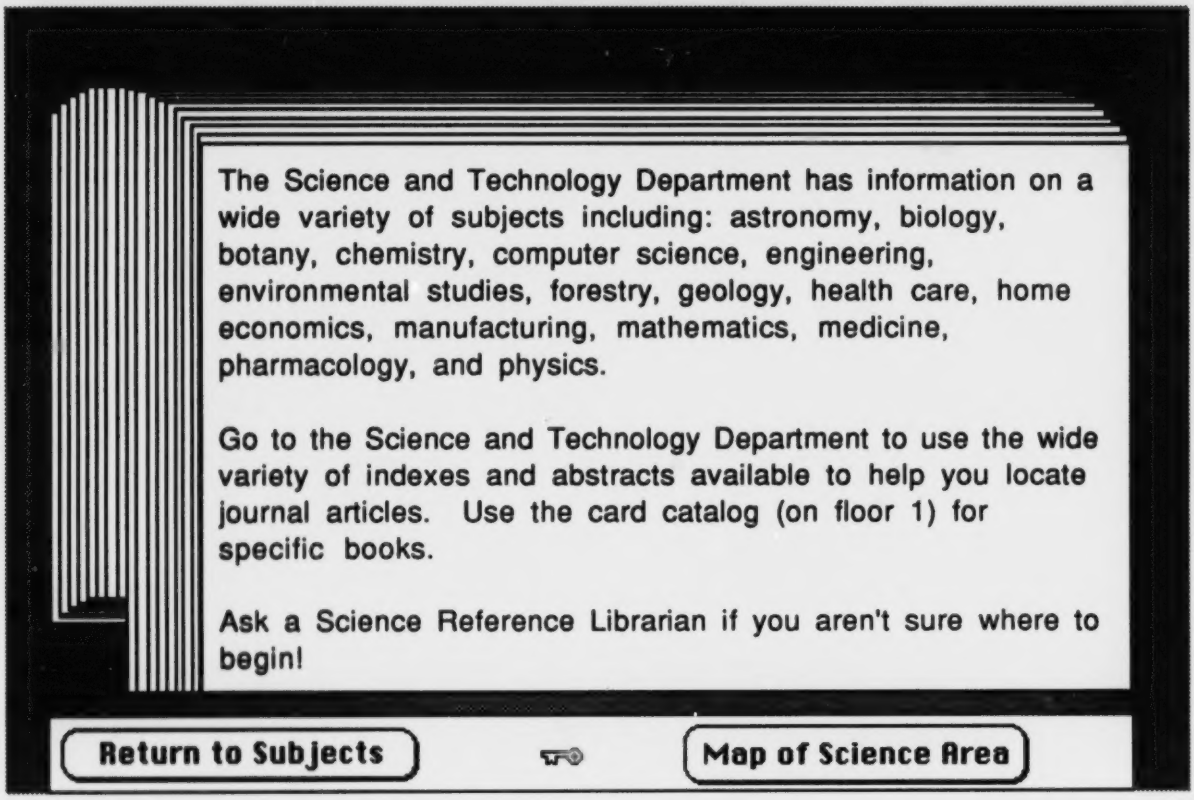

North
Media
Center
Main Library Entrance
Archives


Archives
The University Archives is the depository for materials primarily relating to the history and development of CSUS.
It contains material about the campus administration, the student government, faculty papers and publications , and the school newspaper The Hornet. Additionally there are some special collections donated to the Library.
Materials in the Archives do not circulate.
Where is Archives?
Return to Library Information


Library Privileges
Everyone is welcome to come in and use the Library. However to borrow books you must have a library card (Campus Services Card).
Faculty and students who do not have a library card must purchase one from the Circulation Desk for $3.00. Local residents may buy a library card for $25.00 which remains valid for 6 months (and is renewable).
Books can normally be borrowed for a 3 week period; journals (magazines) do not circulate.
Return to Library Information

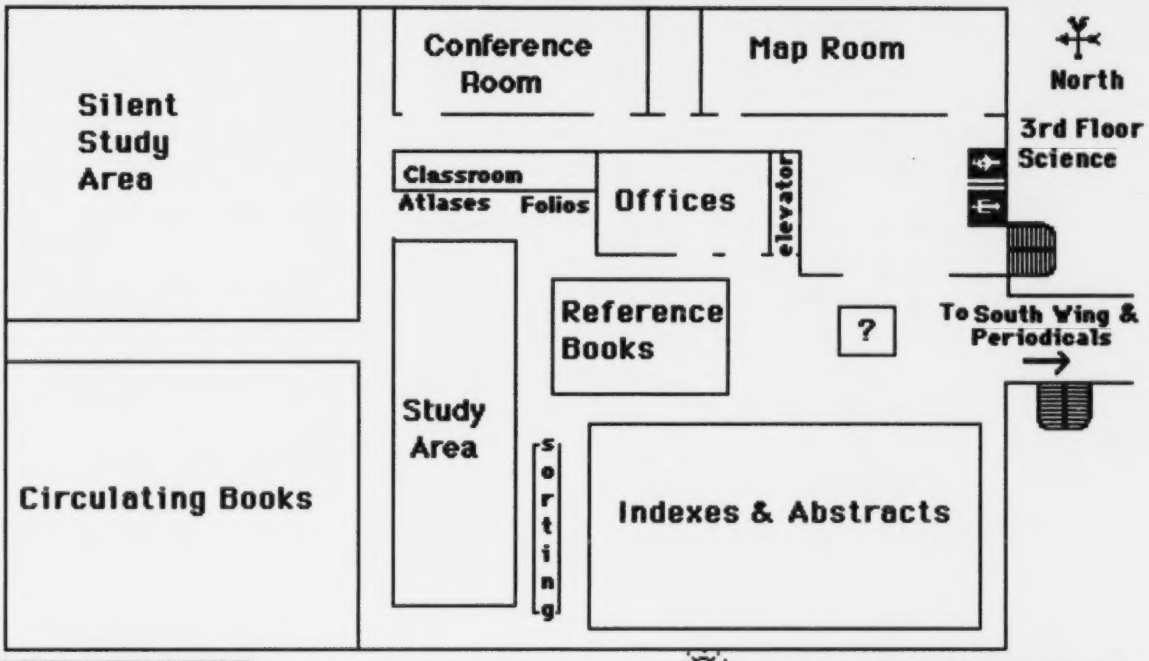

Library Hours
Regular Session (January 28 - June 2, 1990)
Monday -Thursday 7:45am - 11:00pm
Friday 7:45am - 5:00pm
Saturday 10:00am - 6:00pm
Sunday 1:00pm - 9:00pm
Exceptions
January 21; March 24, 31; May 25-27; June 1-2 - closed
March 23, 30; 10:00 am - 2:00 pm
March 25-28 7:45 am - 9:00 pm
March 29; May 28-31 7:45 am - 5:00 pm
Extended Hours (during exams)
Return to Library Information


Choose a topic for more information!
Social/Science/Business/Gov Docs
Education/Psychology
Humanities
Science/Technology
For further explanation click on top of a word.
Return to Books


The Science and Technology Department has information on a wide variety of subjects including: astronomy, biology, botany, chemistry, computer science, engineering, environmental studies, forestry, geology, health care, home economics, manufacturing, mathematics, medicine, pharmacology, and physics.
Go to the Science and Technology Department to use the wide variety of indexes and abstracts available to help you locate journal articles. Use the card catalog (on floor 1) for specific books.
Ask a Science Reference Librarian if you aren't sure where to begin!
Return to Subjects
Map of Science Area

3/25/91 3:47 PM Script of card button id 2 = "Map of Science Area"

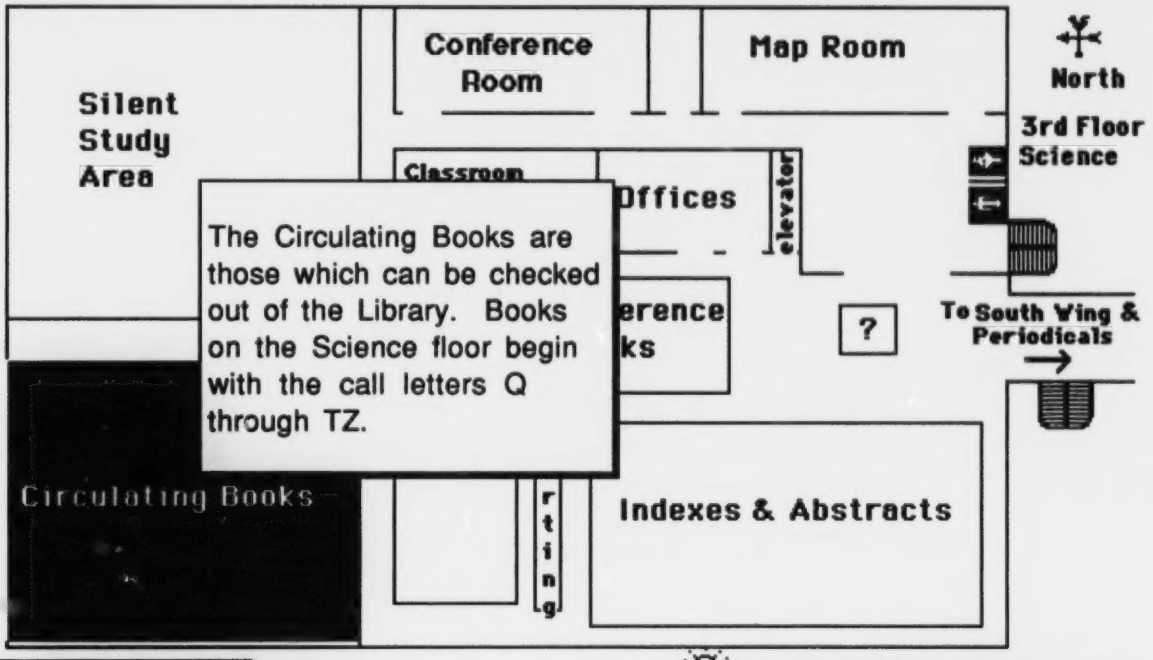
```
on mouseUp
  visual effect zoom open
  go to card id 3792 in stack "science blowup"
end mouseUp
```

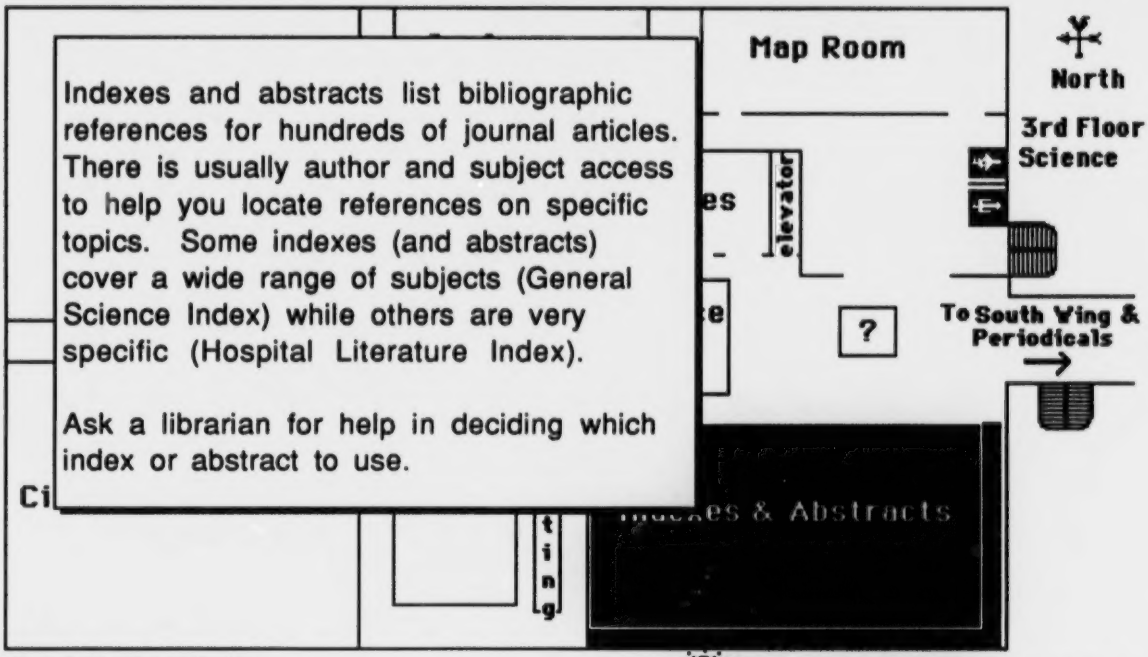


Map of book area

Back to Subjects

For more information on an area move the mouse on top of a word or picture and click. Click again to make it disappear.


Conference Room
Map Room
North
Silent Study Area
3rd Floor Science
Classroom
Offices
elevator
The Circulating Books are those which can be checked out of the Library. Books on the Science floor begin with the call letters Q through TZ.
erence
ks
?
To South Wing & Periodicals
Circulating Books
Indexes & Abstracts
Map of book area
Back to Subjects
For more information on an area move the mouse on top of a word or picture and click. Click again to make it disappear.



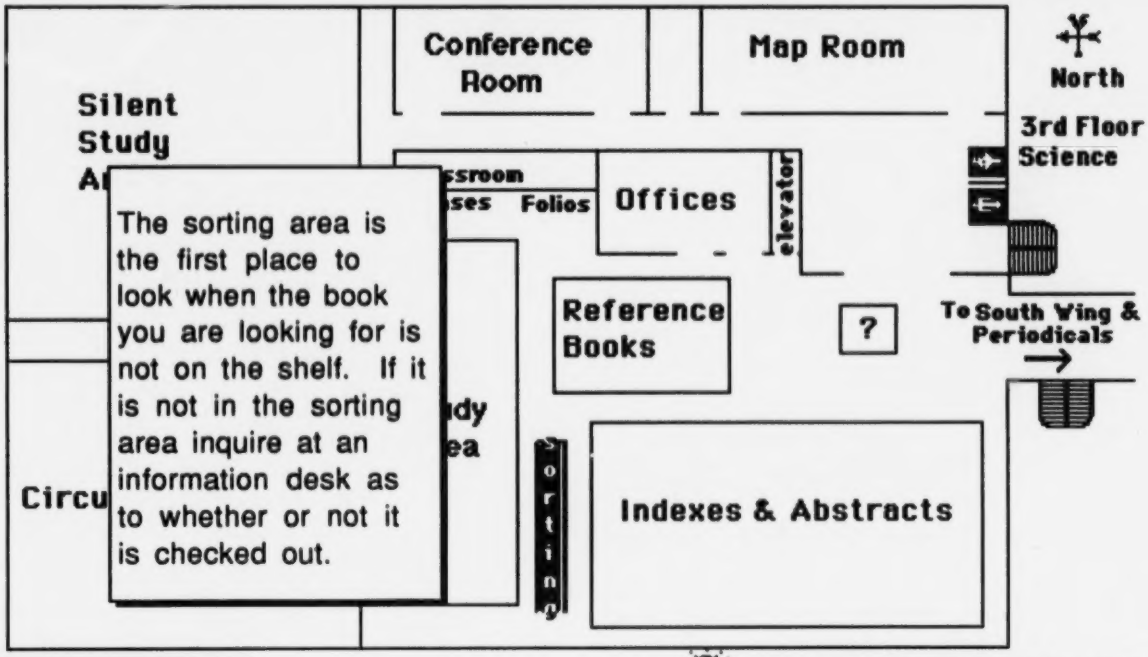
Indexes and abstracts list bibliographic references for hundreds of journal articles. There is usually author and subject access to help you locate references on specific topics. Some indexes (and abstracts) cover a wide range of subjects (General Science Index) while others are very specific (Hospital Literature Index).

Ask a librarian for help in deciding which index or abstract to use.

Map of book area

Back to Subjects

For more information on an area move the mouse on top of a word or picture and click. Click again to make it disappear.


Conference Room
Map Room
North
Silent Study
3rd Floor Science
Offices
elevator
Folios
Reference Books
?
To South Wing & Periodicals
Circu
Indexes & Abstracts
sorting
The sorting area is the first place to look when the book you are looking for is not on the shelf. If it is not in the sorting area inquire at an information desk as to whether or not it is checked out.

Map of book area

Back to Subjects

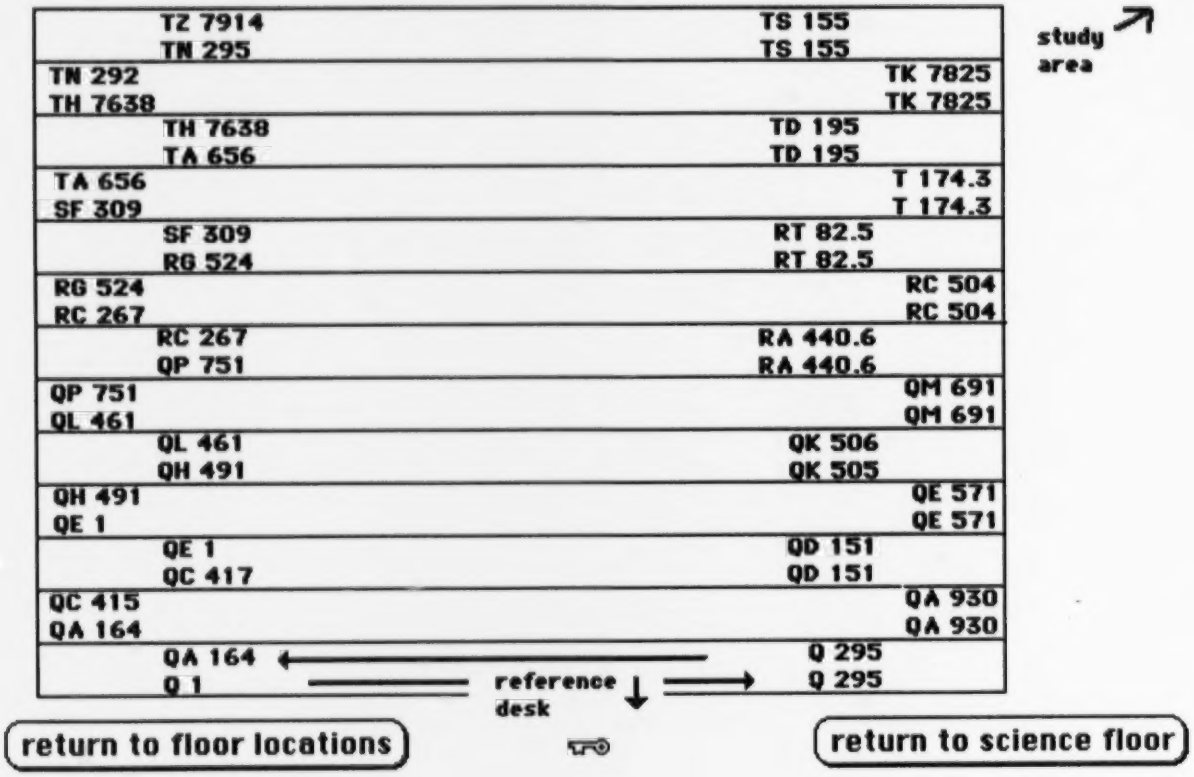
For more information on an area move the mouse on top of a word or picture and click. Click again to make it disappear.

3/25/91 3:49 PM Script of card button id 2 = "book collection"

```
on mouseUp
  set hilite of me to not hilite of me
  if hilite of me is true then show card field "book collection"
  else hide card field "book collection"
end mouseUp
```

3/25/91 3:50 PM Script of card button id 29 = "Map of book area"

```
on mouseUp
  visual effect iris open slowly
  go to card id 4742
end mouseUp
```


TZ 7914
TN 295
TS 155
TS 155
study area
TN 292
TH 7638
TK 7825
TK 7825
TH 7638
TA 656
TD 195
TD 195
TA 656
SF 309
T 174.3
T 174.3
SF 309
RG 524
RT 82.5
RT 82.5
RG 524
RC 267
RC 504
RC 504
RC 267
QP 751
RA 440.6
RA 440.6
QP 751
QL 461
QM 691
QM 691
QL 461
QH 491
QK 506
QK 505
QH 491
QE 1
QE 571
QE 571
QE 1
QC 417
QD 151
QD 151
QC 415
QA 164
QA 930
QA 930
QA 164
Q 1
reference desk
Q 295
Q 295
return to floor locations
return to science floor

Locating Books in the Library

Books can be found on all floors of the Library according to the book's call number.

The call number, a unique way of identifying each book, also helps you to determine which floor will have your book.

Check the 1st line of the call number and then choose "Guide to Floor Locations" to help determine which floor you want.

Or choose one of the other topics for more information

Guide to Floor Locations

Specific Subject Areas

More on Finding Books

Call Number Explanation

Guide to Floor Locations

A	- AXZ	4	North
AY	- AYZ	2	South
AZ	-	4	North
B	- BDZ	4	North
BF	- BFZ	2	North
BH	- BZ	4	North
C	- CZ	2	South
D	- DZ	2	South
E	- EZ	2	South

Continue with Alphabet

Call number begins with a word or symbol

click on a floor or letter to see a map of that floor!

Return to Books

3/25/91 3:52 PM Script of card button id 47 = "a - axz 2"

```
on mouseUp
  visual effect iris close
  go to card id 4985 in stack "humanities blowup"
  wait 5 seconds
  go to card id 5032 in stack "copy of finding books 2"
end mouseUp
```

Other Location Terms

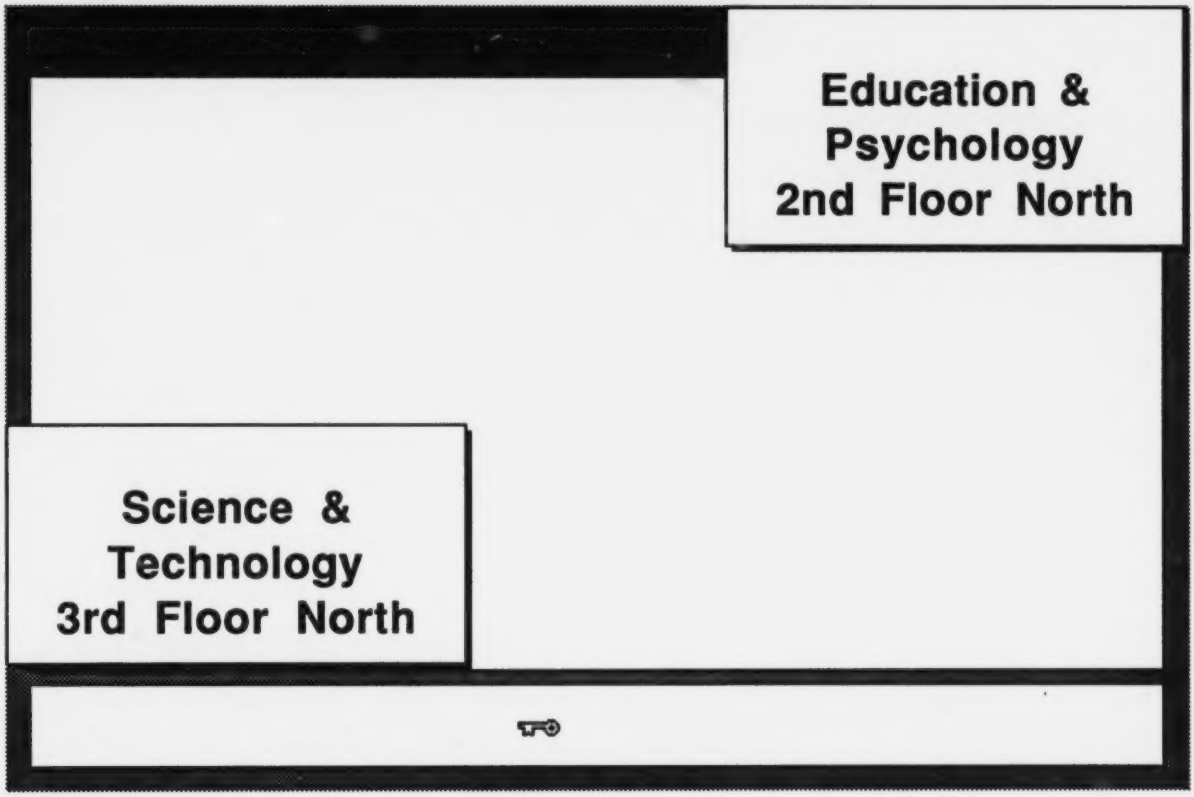
Some books will contain a location code to indicate a specific area of the Library whwere it can be found.

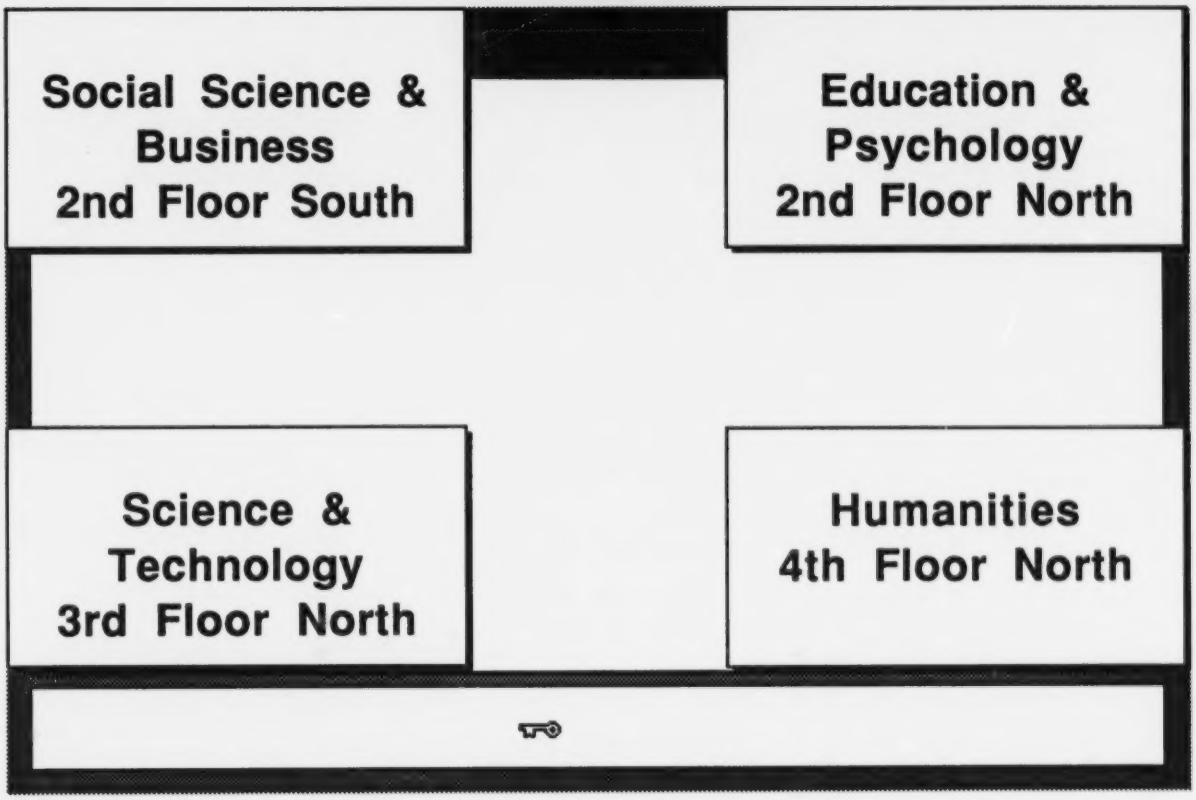
Atlas	HRAF	q	Video
Folio	Index Area	ref	H
Filmstrip	juv	Slide	Lower Level
Govt Doc	Map Room	Thesis	
	Micro...		

For further explanation click on top of a word. Click on the "o.k." to continue.

Return to Books

Back to beginning of the alphabet


Education &
Psychology
2nd Floor North
Science &
Technology
3rd Floor North


Social Science & Business
2nd Floor South
Education & Psychology
2nd Floor North
Science & Technology
3rd Floor North
Humanities
4th Floor North

Using The Card Catalog to Find Books

The card catalog is an alphabetical listing of books and media materials which the Library owns.

There are entries in the card catalog for the **title, author and subject** of each book.

For more information choose one of the following topics:

Title Searching

Author Searching

Subject Searching

Sample Catalog Card

Card Catalog Filing Rules

Return to Books

Title Searching

If you know the title, look in the card catalog under the title. You can recognize a title card because it always has the title typed at the top of the card above the author's name.

Title cards are arranged alphabetically by the first word of the title. Articles (i.e. a, an, the, or their foreign language equivalents) which appear as the first word in a title are ignored.

To find the title **The Sea And The Bells** you would look under the "S" for "Sea" ignoring the "The".

Sample Title Catalog Card

Return to Books

Return to Using the Card Catalog

Energy and the environment

TJ
163.2
F68
1984

Fowler, John M.
Energy and the environment / John M. Fowler. 2nd ed. New York: McGraw-Hill, c1984.
xvi, 655 p. : ill. ; 24cm.
Includes bibliographical references and index.
ISBN 0-07-021722-X (pbk.)

1. Power resources. 2. Power (Mechanics) 3. Air--Pollution.
I. Title

Energy and the environment <- <- <-

Title Card

TJ
163.2
F68
1984

Fowler, John M.
Energy and the environment
Fowler. 2nd ed. New York:
McGraw-Hill, c1984.
xvi, 655 p. : ill. ; 24cm.
Includes bibliographical ref
and index.
ISBN 0-07-021722-X (pbk.)

1. Power resources. 2. Power
(Mechanics) 3. Air--Pollution.
I. Title

Card Catalog Filing Rules

Author, title and subject cards are interfiled in the one card catalog alphabetically **word by word**.

Punctuation marks are ignored.

The ampersand (&) is the only symbol recognized in filing and comes before anything else.

Abbreviations such as Mr., Mrs., Dr., St. etc., are filed exactly as if they were spelled out in full.

Proper names beginning with the prefix M' or Mc or Mac are filed exactly

Return to Books

What A Call Number Means

TK
5105.5
N466

A call number is a unique way of identifying an individual book. It is similar to an address; by using an address you can locate where something is located.

The first line of the call number is a capital letter or combination of capital letters representing a broad subject area.

The second line of the call number is a number representing a narrower aspect of the subject. The third line is a combination of letters and numbers which usually represent the author's last name.

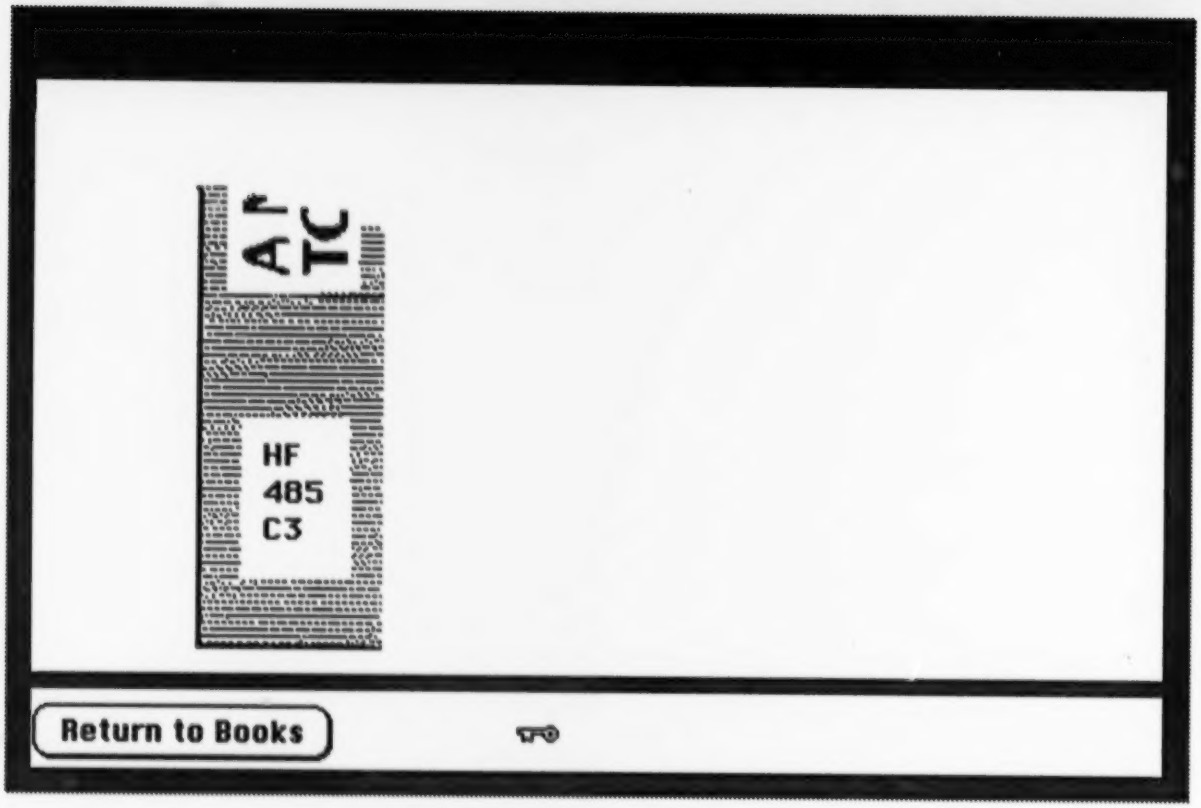
TK
5105.5
N466
1986

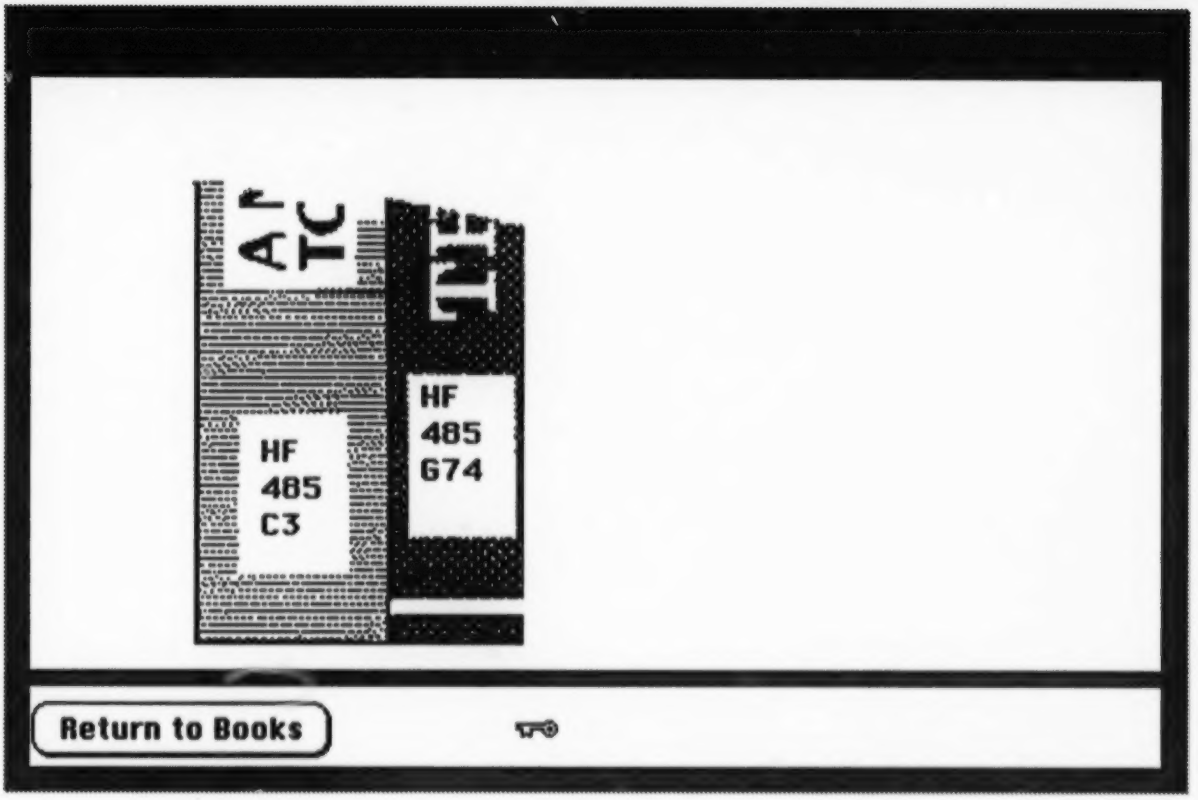
The third line is arranged alphabetically. Within each letter, it is then arranged by the number.

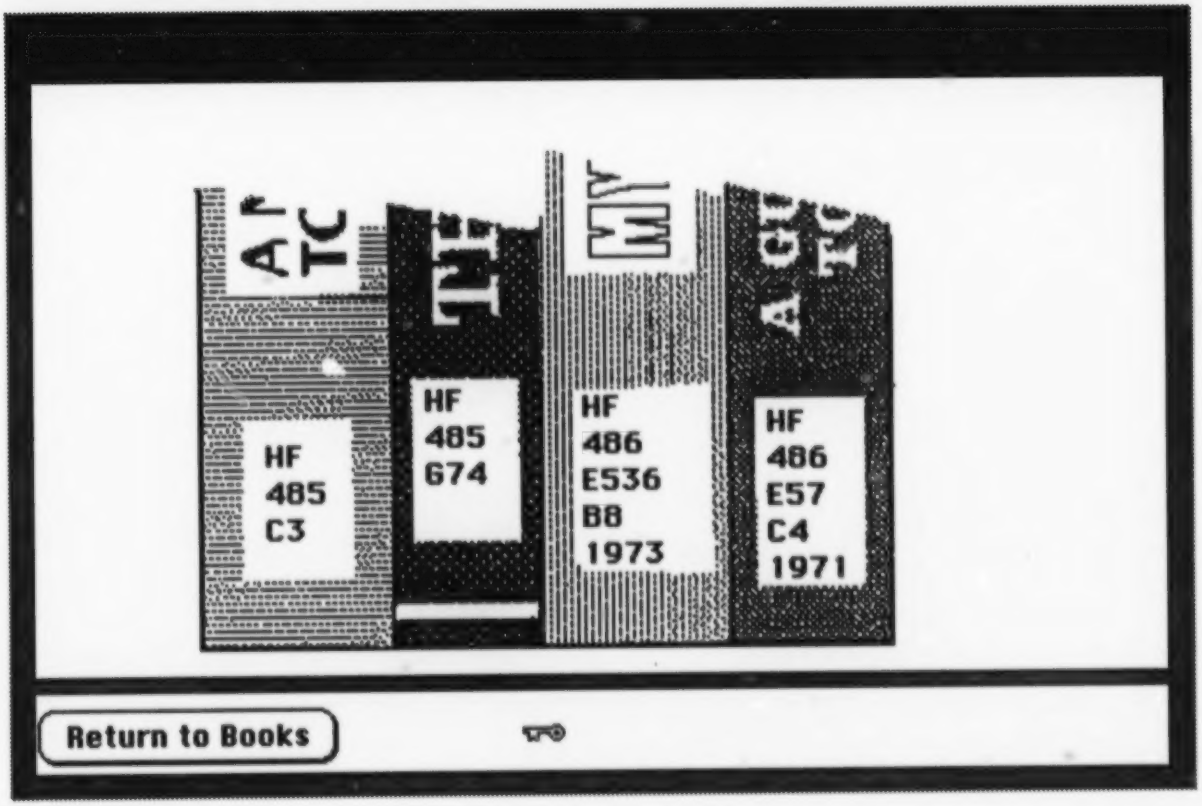
Remember to read the letter-number combination as if it had an imaginary decimal point. Unless you remember this imaginary decimal point you may not find the book.

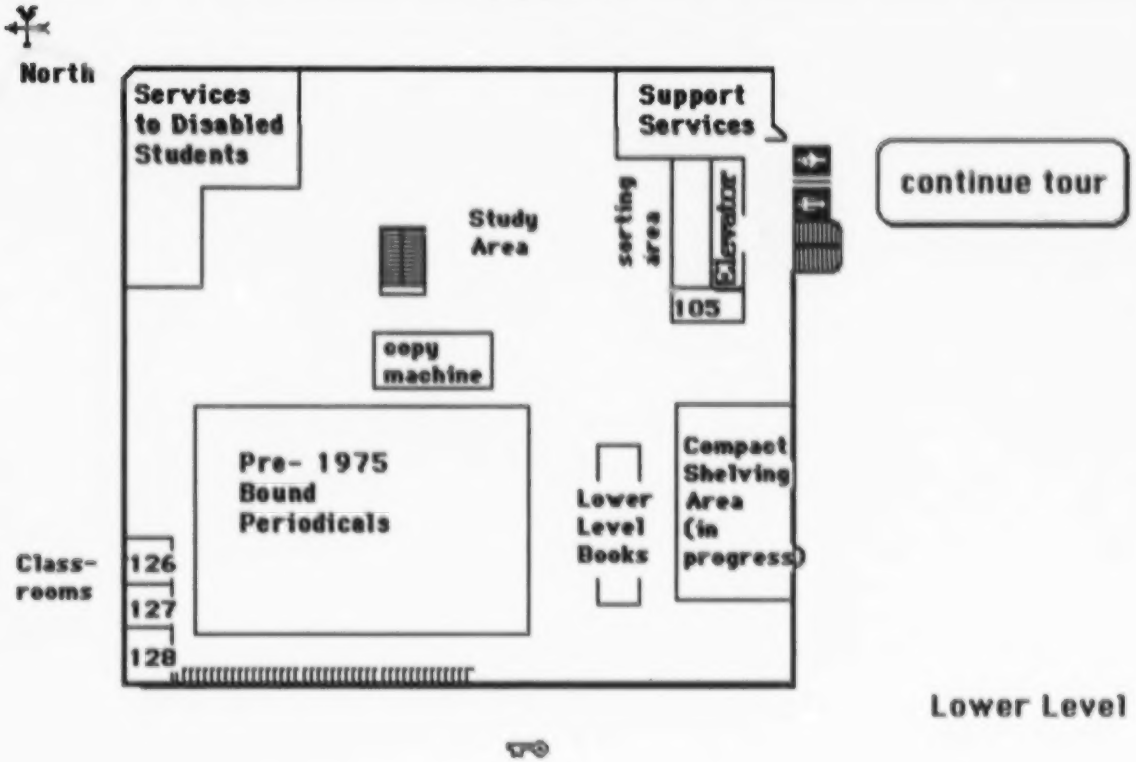
Example of Book Order on Shelf

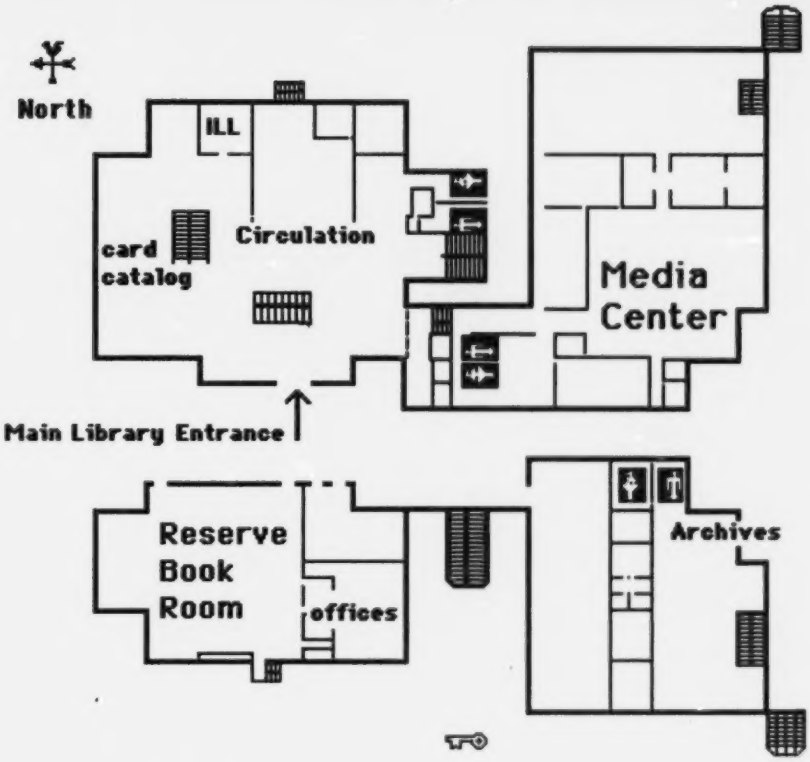
Return to Books


AF TC
HF
485
C3
Return to Books


HF
485
C3
HF
485
G674
Return to Books

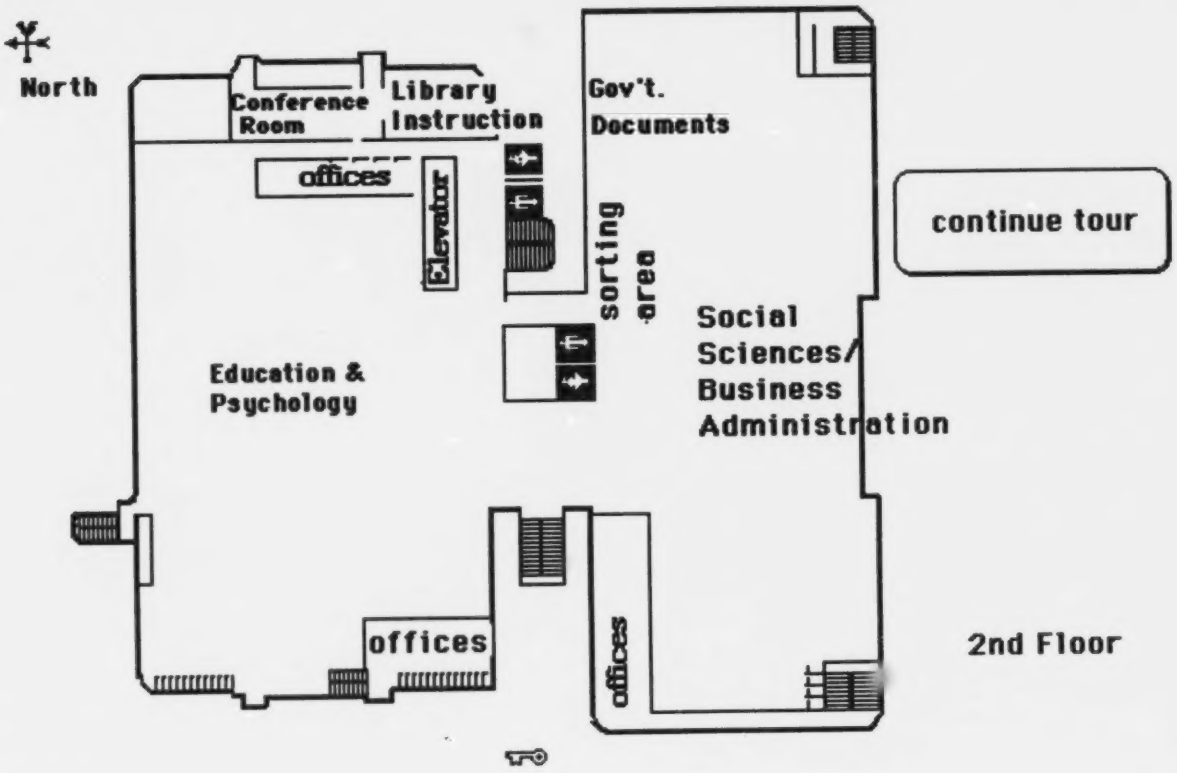

HF
485
C3
HF
485
674
HF
486
E536
B8
1973
HF
486
E57
C4
1971
Return to Books

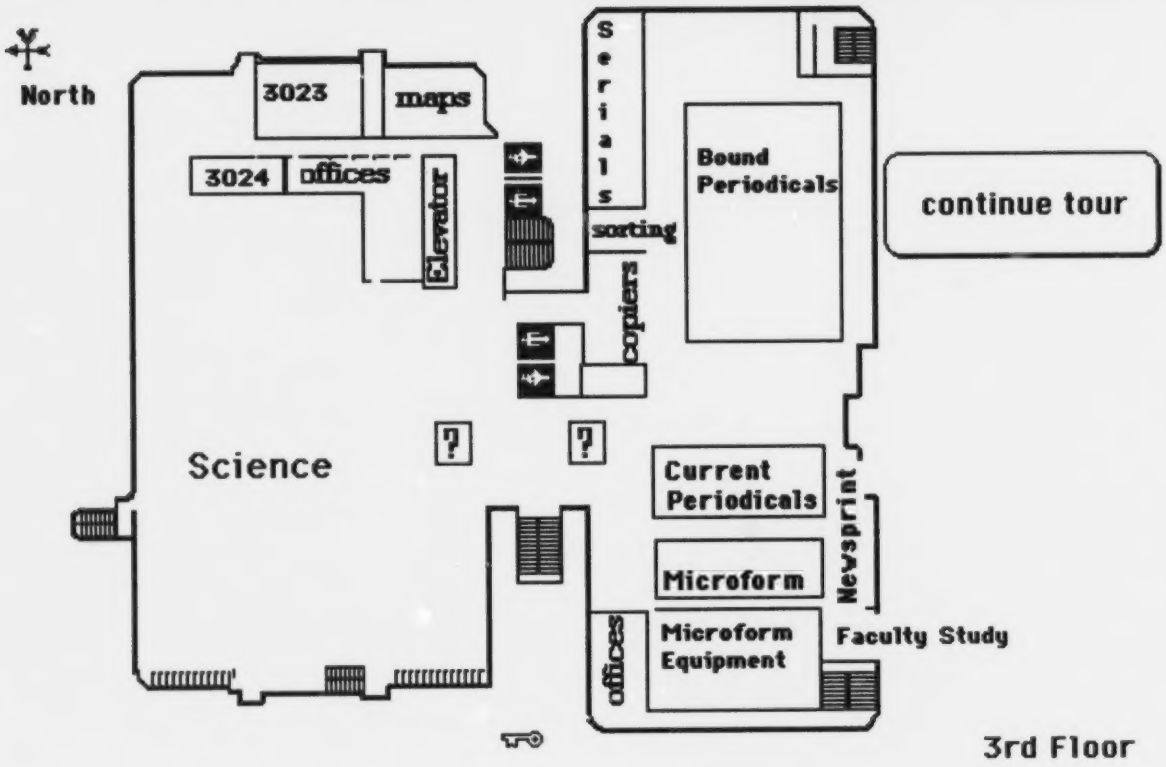

North
Services to Disabled Students
Support Services
continue tour
Study Area
sorting area
elevator
105
copy machine
Pre- 1975 Bound Periodicals
Lower Level Books
Compact Shelving Area (in progress)
Class-rooms
126
127
128
Lower Level

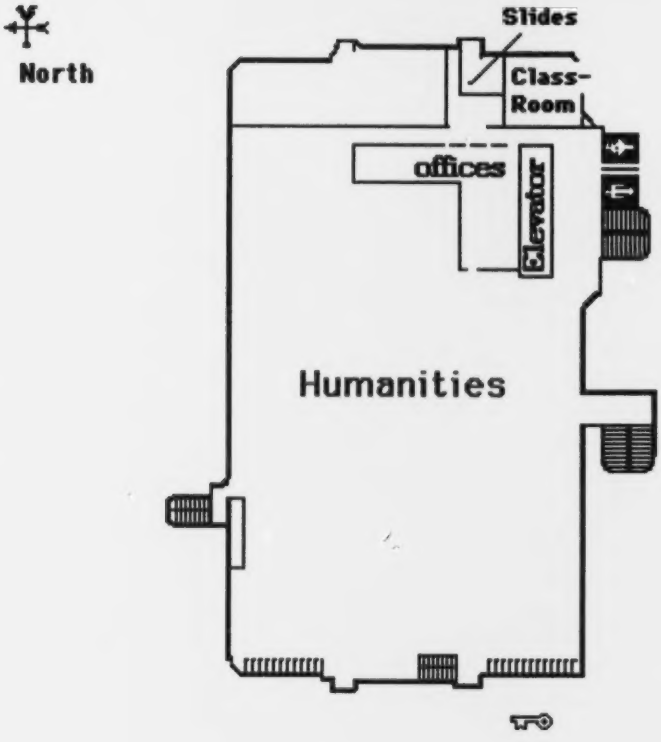


continue tour

1st Floor


North
Conference Room
Library Instruction
offices
Elevator
Gov't. Documents
sorting area
continue tour
Social Sciences/ Business Administration
Education & Psychology
offices
offices
2nd Floor

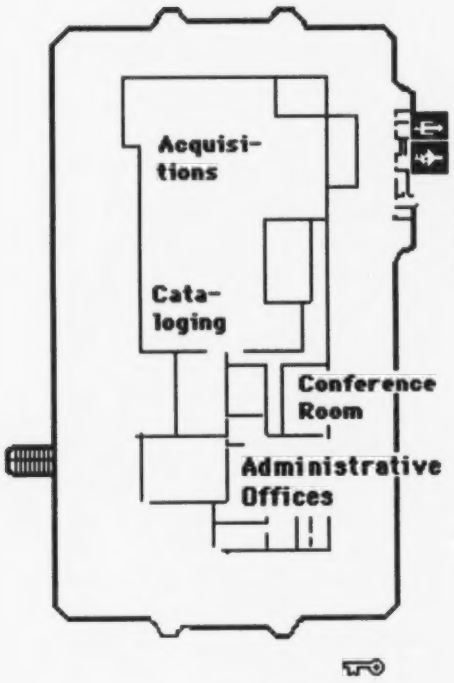

North
3023
maps
3024
offices
Elevator
Serials
sorting
Bound
Periodicals
continue tour
copiers
Science
Current
Periodicals
Microform
Newsprint
offices
Microform
Equipment
Faculty Study
3rd Floor



continue tour

4th Floor

North



end tour

1 more time around the tour

5th floor

Guide to Floor Locations

A	-	AXZ	4 North
AY	-	AYZ	2 South
AZ	-		4 North
B	-	BDZ	4 North
BF	-	BFZ	2 North
BH	-	BZ	4 North
C	-	CZ	2 South
D	-	DZ	2 South
E	-	EZ	2 South

Continue with Alphabet

Call number begins with a word or symbol

click on a floor or letter to see a map of that floor!

Return to Books

Periodicals

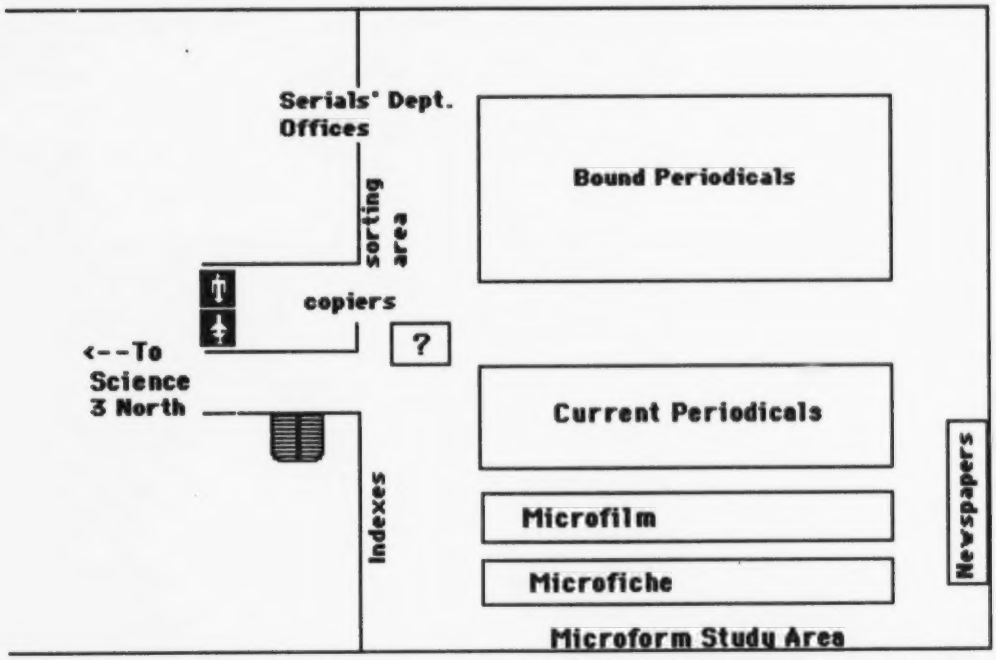
Most of the Library's periodicals are located on the 3rd floor, south wing. Periodicals, journals, magazines (these terms are used interchangeably) and newspapers refer to materials which are published at regular intervals. They are arranged alphabetically on the shelves by the complete title of the periodical.

The current (loose) periodicals are shelved at the west side of the Periodicals & Microforms Room; the bound periodicals are on the east side. All pre-1975 journals are located on the Lower Level.

Some newspapers and periodicals are available on micro fiche or film. To determine where a periodical is located (Lower Level, Browsing Area, Current Periodicals, Microfiche, etc.) consult the **CSUS Directory of Periodicals** . A copy is kept near every Reference and Information Desk.

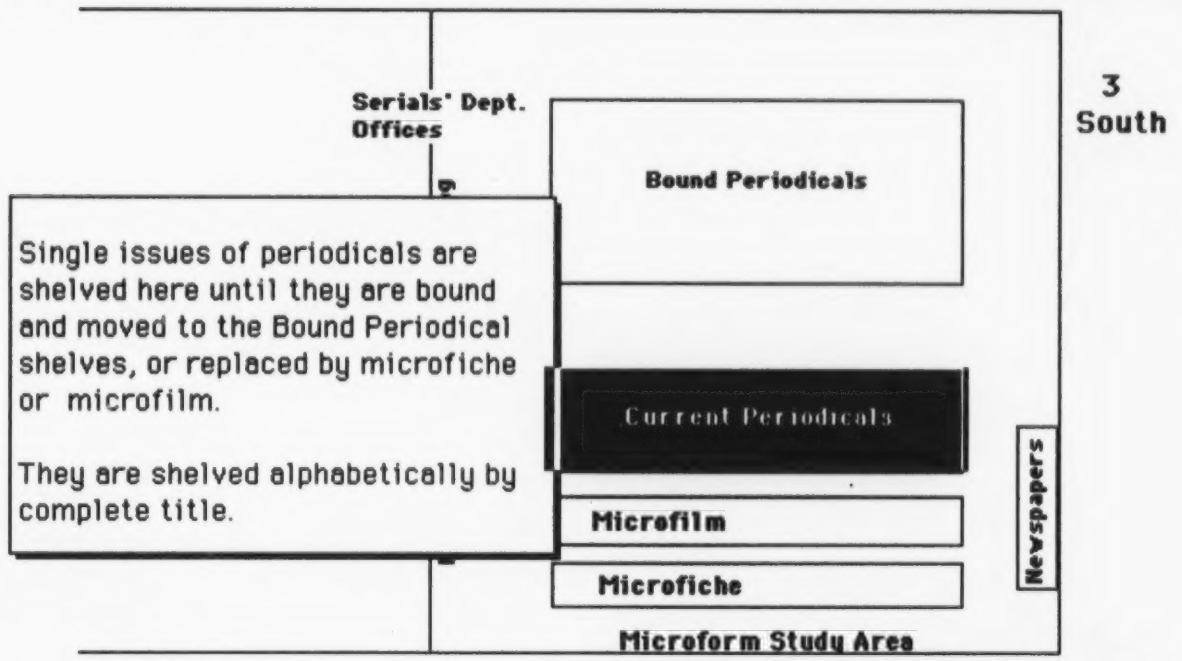
Map of Periodicals Floor

Directory of Periodicals **Newspapers** **Finding journal articles**



For more information on an area, move the mouse on top of a picture or word and click. Click again on black area to make it disappear.

Return to Periodicals


Serials' Dept. Offices
3 South
Bound Periodicals
Single issues of periodicals are shelved here until they are bound and moved to the Bound Periodical shelves, or replaced by microfiche or microfilm.
They are shelved alphabetically by complete title.
Current Periodicals
Microfilm
Microfiche
Newspapers
Microform Study Area

For more information on an area, move the mouse on top of a picture or word and click. Click again on black area to make it disappear.

Return to Periodicals

Directory of Periodicals

The Directory of Periodicals is an alphabetical listing of all periodicals we have at CSUS and contains information on the year's we own and also the format (paper, microfiche, microfilm, etc.)

Copies of the Directory of Periodicals are located near the Card Catalog Information Desk as well as near the Information Desks on all floors of the Library.

Periodicals are arranged in two main shelving areas alphabetically by title. One section is for the bound periodicals and the other for the loose, or unbound issues.

Sample Directory

Return to Periodicals

Map of Periodicals Floor

Sample from the Directory of Periodicals

ASSOCIATION OF PEDIATRIC ONCOLOGY NURSES / JOURNAL
Library has V. 1:3(1984:Sum), 2:1(1985:win) - Current

ASSOCIATION OF FIREARM AND TOOLMARK EXAMINERS JOURNAL
Library has V. 14(1982) - Current
Additional copies on Microfiche
V. 1(1969) -13(1981).
Located in the MICROFICHE area.

BOUND PERIODICALS DATED BEFORE 1975 ARE SHELVED ON THE LOWER LEVEL.

ALL OTHERS ARE IN THE PERIODICALS AND MICROFORMS ROOM, 3rd FLOOR SOUTH, SEPARATED INTO FIVE AREAS: BOUND PERIODICALS, CURRENT PERIODICALS, NEWSPRINT, MICROFILM AND MICROFICHE.

For further explanation click on top of a word. Click again on black area to make it disappear.

Return to Periodicals

Map of Periodicals Floor

Sample from the Directory of Periodicals

ASSOCIATION OF PEDIATRIC ONCOLOGY NURSES / JOURNAL
Library has V. 1:3(1984:Sum), 2:1(1985:win) - Current

<--- Title of journal

ASSOCIATION OF FIREARM AND TOOLMARK EXAMINERS JOURNAL
Library has V. 14(1982) - Current
Additional copies on Microfiche
V. 1(1969) -13(1981).
Located in the MICROFICHE area.

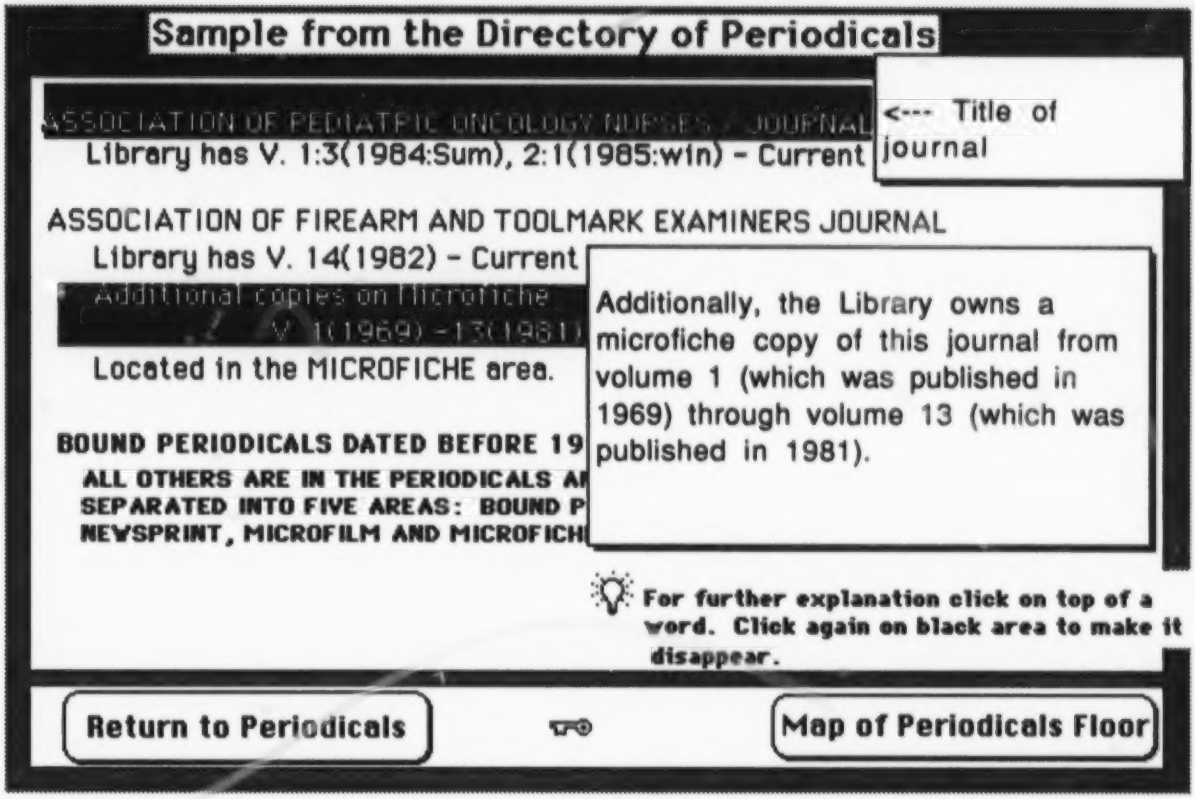
BOUND PERIODICALS DATED BEFORE 1975 ARE SHELVED ON THE LOWER LEVEL.

ALL OTHERS ARE IN THE PERIODICALS AND MICROFORMS ROOM, 3rd FLOOR SOUTH, SEPARATED INTO FIVE AREAS: BOUND PERIODICALS, CURRENT PERIODICALS, NEWSPRINT, MICROFILM AND MICROFICHE.

For further explanation click on top of a word. Click again on black area to make it disappear.

Return to Periodicals

Map of Periodicals Floor


Sample from the Directory of Periodicals
ASSOCIATION OF PEDIATRIC ONCOLOGY NURSES JOURNAL
Library has V. 1:3(1984:Sum), 2:1(1985:win) - Current
<--- Title of journal
ASSOCIATION OF FIREARM AND TOOLMARK EXAMINERS JOURNAL
Library has V. 14(1982) - Current
Additional copies on microfiche
V. 1(1969) - 13(1981)
Located in the MICROFICHE area.
Additionally, the Library owns a microfiche copy of this journal from volume 1 (which was published in 1969) through volume 13 (which was published in 1981).
BOUND PERIODICALS DATED BEFORE 19
ALL OTHERS ARE IN THE PERIODICALS AR
SEPARATED INTO FIVE AREAS: BOUND P
NEWSPRINT, MICROFILM AND MICROFICH
For further explanation click on top of a word. Click again on black area to make it disappear.
Return to Periodicals
Map of Periodicals Floor

Newspapers are an excellent source for information on current events of local, national and international interest. Newspapers provide historical information for research, give the researcher the flavor of people's feelings at the time of an event and often have the most current information on a very recent discoveries.

The current 2 to 3 months of newspapers are kept in the "Newsprint" area of the Periodicals Room on 3 south. Past issues of newspapers are on microfiche or microfilm in the "Microforms" are of 3 south. The Library has a modest collection of national and international newspapers. They are listed under the heading "Newspapers" in the **Subject Directory of Periodical Holdings.**

Indexes to several major newspapers are found on index tables in ⇨

Return to Periodicals **Map of Periodicals Floor**

the Periodicals room on 3 south. The best method for searching for information in newspapers is by subject. Additionally, the computerized index, Infotrac, can be used to search for newspaper articles from the **New York Times, Wall Street Journal, Washington Post and the Christian Science Monitor.**

If you are not sure which newspaper index is appropriate, ask a Librarian!

Return to Periodicals

Finding Journal Articles

There are 2 methods for finding articles on any topic. You can either randomly look through a journal until you are lucky enough to find a relevant article, or you can use an index or an abstract.

Indexes and abstracts are the easiest and most systematic way to find references for articles on a specific subject. Indexes and abstracts contain bibliographic information (and sometimes summaries of the article) for hundreds of journal articles in one listing.

Some indexes and abstracts cover a wide range of subjects (Readers Guide to Periodical Literature) and others are very specific (Hospital Literature Index).

Indexes and abstracts are located in the library according to general subjects. If you need help in determining which one to use ask a Librarian.

Using Indexes | Using Abstracts

Using Indexes

When you look for books you use the card catalog to look up an author or a subject. Use the same approach in a periodical index to find citations to specific articles.

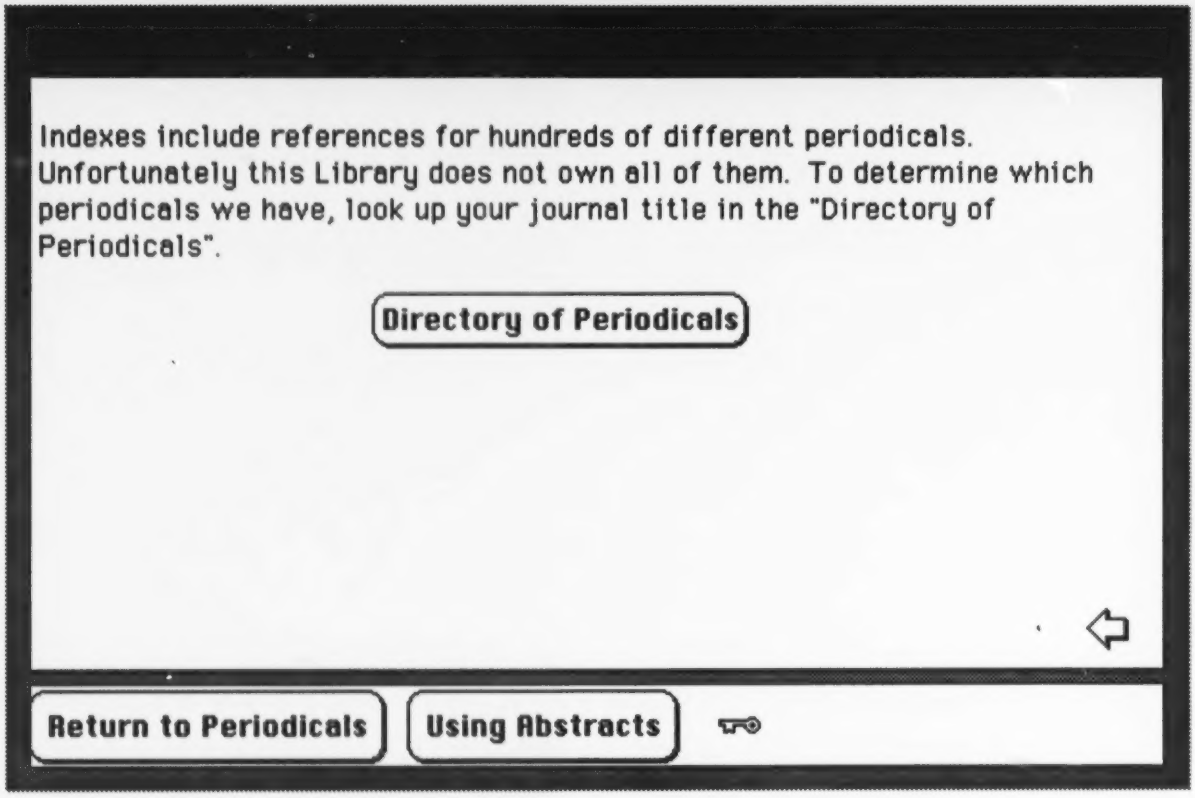
Most often an index will have a subject and author listing. Look up your topic in the index. Usually articles with general coverage will be listed under the main subject heading. Articles on specific aspects of the topic will then be listed under appropriate subheadings.

A citation is the information which you need in order to find the article. It usually consists of the author's name(s), title of the article, name of the journal, volume number, issue number (if there is one), pages and date of journal publication.

Sample Index

Return to Periodicals

Using Abstracts


Indexes include references for hundreds of different periodicals. Unfortunately this Library does not own all of them. To determine which periodicals we have, look up your journal title in the "Directory of Periodicals".
Directory of Periodicals
Return to Periodicals
Using Abstracts

Sample Index

Acid precipitation (Meteorology) *See* Acid rain

Acid rain

Is acid rain a myth? [views of Charles Frink and Edward Krug]
Sci Dig 92:19 Ja '84

Turning green into yellow [effect on West German forests]
A. Toufexis. il *Time* 123:54 Ja 9 '84

Conferences

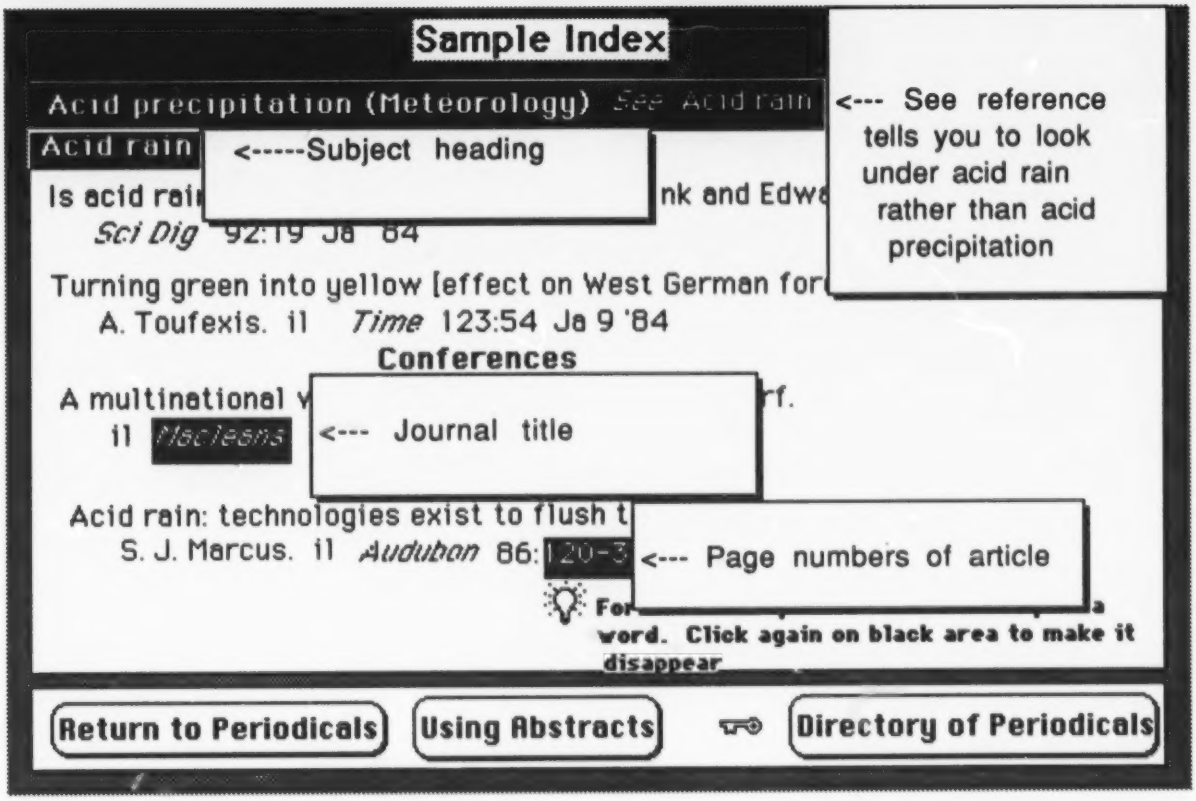
A multinational warning on acid rain. P. Ohlendorf.
il *Macleans* 97:42 Mr 26 '84

Laws and regulations

Acid rain: technologies exist to flush the problem away.
S. J. Marcus. il *Audubon* 86:120-3 Mr '84

For further explanation click on top of a word. Click again on black area to make it disappear

Return to Periodicals | Using Abstracts | Directory of Periodicals


Sample Index
Acid precipitation (Meteorology) See Acid rain
<--- See reference tells you to look under acid rain rather than acid precipitation
Acid rain
<-----Subject heading
Is acid rai
nk and Edwe
Sci Dig 92:19 Ja '84
Turning green into yellow [effect on West German for
A. Toufexis. il Time 123:54 Ja 9 '84
Conferences
A multinational
rf.
il Nucleonics
<--- Journal title
Acid rain: technologies exist to flush t
S. J. Marcus. il Audubon 86:120-3
<--- Page numbers of article
For
a
word. Click again on black area to make it disappear
Return to Periodicals
Using Abstracts
Directory of Periodicals

Using Abstracts

While periodical indexes help you to locate references to articles, abstracts go a step further by briefly describing the contents of the article. This short "abstract" or summary usually contains the essential contents of the article.

It serves two main functions: it can indicate whether it would be worthwhile to read the entire article and it can serve as a current awareness tool to scan publications in a specific area of interest.

Abstract volumes tend to be published in highly technical and scientific fields which cover a narrow range of subjects in great depth. Most abstracts have international coverage and therefore include references to articles in foreign as well as the English language.

Unlike indexes, abstracts often include references to books,

Return to Periodicals

Using Indexes

documents, conference proceedings, and other forms of information. While indexes usually list citations directly under the subject heading, abstracts usually separate the subject lists from the abstract itself.

To use an abstract volume you must first use the subject index to compile a list of abstract numbers and then locate these numbers in the main body of the corresponding abstract list. Often the indexes to the abstracts are bound separately so you must be careful to match up the volume numbers and dates.

Selecting the right abstract to use is a critical step in your research. If you are not sure which abstract to use ask a Reference Librarian. Additionally, abstracts are listed in the card catalog under the general subject they cover and then under the subheading of: "ABSTRACTS"

Sample Abstract

Return to Periodicals

Directory of Periodicals

Sample Abstract

electronic publishing continued
reading, culture and modern mass media 9-10584
school newspaper production using Newsroom 9-10165
secretarial work with computers in publishing company (German) 9-21461

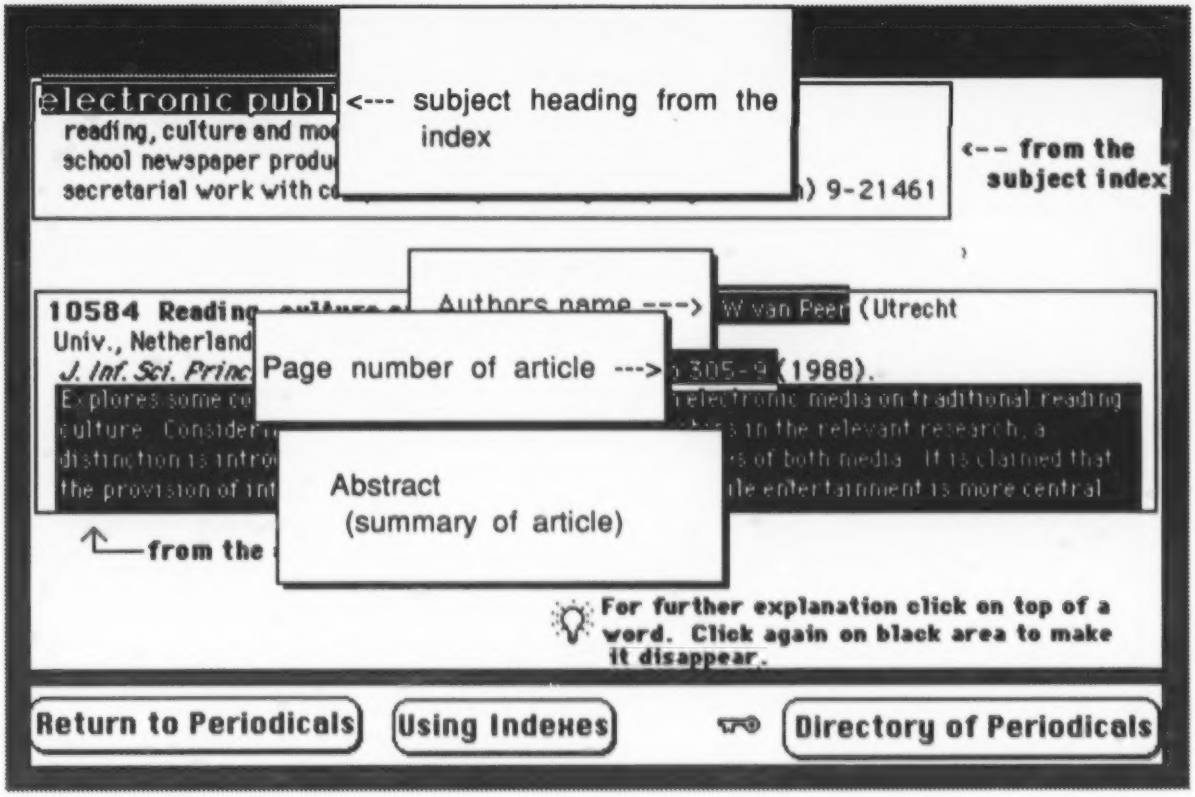
<-- from the subject index

10584 Reading, culture and modern mass media. W.van Peer (Utrecht Univ., Netherlands).
J. Inf. Sci. Princ. Pract. (Netherlands), vol.14, no.5,p.305-9 (1988).
Explores some consequences of the expansion of modern electronic media on traditional reading culture. Considering the absence of any causal relationships in the relevant research, a distinction is introduced between central and peripheral uses of both media. It is claimed that the provision of information is more central to reading, while entertainment is more central...

from the abstract volume

For further explanation click on top of a word. Click again on black area to make it disappear.

Return to Periodicals | Using Indexes | Directory of Periodicals


electronic publi
reading, culture and mo
school newspaper produ
secretarial work with c
) 9-21461
<--- subject heading from the index
<-- from the subject index
10584 Reading
Univ., Netherland
J. Inf. Sci. Princ
Authors name ---> W van Peer (Utrecht
Page number of article ---> 305-9 (1988).
Explores some co
culture. Consider
distinction is intro
the provision of int
electronic media on traditional reading
s in the relevant research, a
s of both media. It is claimed that
le entertainment is more central
Abstract
(summary of article)
from the
For further explanation click on top of a word. Click again on black area to make it disappear.
Return to Periodicals
Using Indexes
Directory of Periodicals